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DIRECTIONS FOR OPERATING

McMILLAN MINUTE BOOKS

TO OPEN:

1. Raise either cover to an angle not over 90°.
2. Pull out locking rod.
3. The studs or posts are now released, permitting the insertion or removal of sheets.

TO CLOSE:

1. Raise cover on the side which has been opened to an angle of not over 90°.
2. Align the sheets in the binder so that the studs or posts fit into the slots in the metal casing, on the inside of the cover.
3. Push in the locking rod, so that the 3 studs or posts are securely engaged.

TO LOCK PERMANENTLY:

When the book has been completed, it can be permanently sealed, as follows:

1. Remove the small wrench from the white box sent with the binder.
2. Raise the top cover to an angle of not over 90°, and pull out the locking rod.
3. Place the hooked end of the wrench on the rod and break off the exposed part of the rod.
4. Carefully align the studs or posts in the slots in the metal casing on the inside of the cover.
5. With the small end of the wrench, push the rod into the casing, making sure it engages the three studs.
6. Repeat this operation, on the lower cover.

NOTE: Never have both locking rods released at the same time, and do not break the ends off until the book is to be sealed permanently.

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MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

MINUTES OF MEETING OF SUB-COMMITTEE ON DEVENS EXTENSION
BOARD OF TRUSTEES, MASSACHUSETTS STATE COLLEGE

June 26, 1946, 1:00 P.M., Parker House, Boston

Chairman Boyden presiding

PRESENT: Trustees Boyden, Mrs. McNamara, Whitmore, Desmond, Dr. Gustafson of Williams College, representing President Baxter, Dean Miller of Tufts College, representing President Carmichael, President Baker, Dean Van Meter, Treasurer Hawley, Secretary Burke

Devens

Dr. Boyden reported on his efforts to find a president for the Devens extension. Various names were proposed and discussed by the committee.

Recommendations

Dr. Boyden then presented a series of recommendations which were prepared by the college administration for consideration by his committee. These recommendations were approved by the committee as follows:

1. That the executive officer of the Devens extension shall be a vice-president.

2. That two deans shall be appointed by the Governing Board upon the recommendation of the sub-committee of the Board of Trustees of the College on Devens Extension and the President of Massachusetts State College.

3. That admissions to the Devens Extension be handled at Massachusetts State College by the Registrar and admissions committee; that an Assistant Registrar be appointed upon recommendation of the Dean and President of Massachusetts State College.

4. That Professors and Heads of Departments be appointed by the Governing Board upon the recommendation of the vice-president in consultation with the President of the College; that teaching personnel below the rank of Heads of Departments be appointed by the vice-president upon the recommendation from Heads of Departments and the Deans.

EBSCO

5. That the Librarian and assistants, Director of Health and assistants, Director of Recreation and Athletics and assistants shall be appointed by the vice-president or by the President of the College if the vice-president is not appointed in time to act.

6. That the chief fiscal officer at the extension shall be appointed by the Governing Board upon the recommendation of the Treasurer and the President of Massachusetts State College; Assistant Treasurer, bookkeepers, etc. to be appointed by the chief fiscal officer after consultation with the Treasurer of the College and with the approval of the vice-president.

7. That the general superintendent of the plant be appointed by the vice-president upon recommendation of the chief fiscal officer of the extension.

8. That the manager of dining halls be appointed by the vice-president on the recommendation of the chief fiscal officer; this manager to organize force and facilities and if dining halls are operated as concessions to be supervisor.

9. That personnel to supervise postal, express service and transportation be selected by the chief fiscal officer and be responsible to him.

10. That clerical staff be under supervision of various administrative, instructional and operative departments and be selected through the deans and appointed by the vice-president.

11. That the curriculum for the first year be limited to basic fundamental courses with certain variations as may be justified by selection of majors by veterans; curriculum to be substantially as described in the catalogue of the College. These specific courses, as described in the catalogue of the College are:

Curriculum

English 1, Composition
English 25, English Literature
English 29, Speech
Math 1, Algebra
Math 3, Algebra and Trigonometry
French 1, Elementary
French 5, Intermediate
French 7, French Survey
German 1, Elementary
German 25, Intermediate

Spanish 25, Elementary
Spanish 51, Intermediate
Botany 1, Introductory
Chemistry 1, General
History 5, Modern European Civilization
Drawing 1, Engineering Drawing
Economics 25, Elements of Economics
Agriculture, Problems and Policies

English 2, Composition
English 26, English Literature
English 30, Speech
Math 2, Trigonometry
Math 4, Trig. and Analy.
French 2, Elementary
French 6, Intermediate
French 8, French Survey
German 2, Elementary
German 26, Intermediate
Spanish 26, Elementary
Spanish 52, Intermediate
Zoology 1, Introductory
Chemistry 2, General
History 6, Modern European Civilization
Engineering 2, Descript. Geo.
Psychology 26, General
Agriculture, Soil Science

Each student takes five courses, in line with his major interest:

1. All students take English and Mathematics.
2. Science students take, in addition, Foreign Language, Biology, and Chemistry.
3. Liberal Arts students take Foreign Language, Biology or Chemistry, and History.
4. Agriculture students take Biology, Chemistry, and Agriculture.
5. Engineering students take Math 3 in place of Math 1, and Foreign Language, Chemistry, and Engineering Drawing.
6. Business Administration students take Economics, History, and Foreign Language.
7. Students offering advanced credits take English 25-29 and Economics 25.

12. That brief printed announcement of opening of the Devens extension, courses to be offered, and arrangements as to living conditions and expenses be prepared immediately to Assistant Registrar of the College in contacting veterans now listed as interested in Devens, and others who may apply, that

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MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

no catalogue of the Devens extension similar to the College catalogue is considered necessary; that all publicity as to the Devens extension shall be approved at the College.

Upon the recommendation of Treasurer Hawley and President Baker, it was

Business and Financial Management

VOTED: To recommend that the Board of Trustees approve the following organization for business and financial management of the Devens extension.

1. Chief Fiscal Officer
   a. Bursar for handling receipt and disbursement of all funds.
   b. Chief Accountant - accounting and budget control
   c. Procurement and Property Officer - purchasing, inventories, custody of all property
   d. Superintendent of Buildings and Grounds - maintenance of buildings and grounds, transportation
   e. Supervisor of Housing and Boarding Operations
   f. Manager of Stores, Theatres, etc.

Equipment and Supplies

Treasurer Hawley reported that it had been necessary for the Treasurer and other officers of the College to take steps to secure needed equipment and supplies for the Devens extension. This equipment and supplies were being moved out of the post by the Army and speedy action was necessary to hold them. Detailed list is available of the supplies and equipment reserved for use of the extension. It was

VOTED: To recommend that the Trustees approve steps taken by the Treasurer and other officers of the College to obtain supplies and equipment for the Devens extension and to authorize the inclusion of these materials in leases to be executed with the Army.

It was also

Leasing of Grounds and Buildings

VOTED: To recommend that the Trustees approve leasing of grounds and buildings needed for use as dormitories, classrooms, laboratories and other purposes.

It was also

VOTED: To recommend that the Trustees authorize the Chairman to appoint a special committee of five as an executive committee to act in the name of and for the Board of Trustees in the execution of leases, contracts, and other financial agreements necessary to the development and operation of the Devens branch.

Special Committee of 5 as an Executive Committee

Chairman Boyden said that he was disappointed to read that no facilities are available for married veterans. He requested that further study be made before final announcement is made. It was suggested that the College request the use of Devens Crest and any other facilities which might house married veterans.

The meeting was adjourned at 4 o'clock.

_____ Chairman

_____ Secretary

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BOSTON

MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

MINUTES OF MEETING OF BOARD OF TRUSTEES FOR DEVENS EXTENSION OF MASSACHUSETTS STATE COLLEGE

June 26, 1946, 6:30 P.M., Parker House, Boston

Chairman Bartlett presiding

PRESENT: Bartlett, Boyden, Carmichael, Charles W. Cole, Frederick E. Cole, Cluverius, Desmond, Conant, Ell, Healy, Hubbard, Keleher, Mrs. Leach, Mrs. McNamara, Marsh, Saltonstall, Taber, Whitmore, President Baker, Treasurer Hawley, Secretary Burke

In addition the following were present by invitation of the Board: Col. Knowlton, Capt. O'Harroran of the Fort Devens Command, Mr. Stratton of the State Department of Education, Dr. Ralph A. Van Meter, who will be Acting President of M.S.C. beginning July 1

His Excellency Maurice J. Tobin, Governor of the Commonwealth, attended the dinner and swore in as Trustees of Massachusetts State College Devens extension the following:

Trustees of Massachusetts State College at Fort Devens

Dr. Charles W. Cole, President of Amherst College
Dr. James B. Conant, President of Harvard University
Very Rev. William L. Keleher, S.J., President of Boston College
Dr. James L. Marsh, President of Boston University
Dr. Carl S. Ell, President of Northeastern University
Admiral W. T. Cluverius, President of W.P.I.
Very Rev. William Healy, S.J., President of Holy Cross College

The Governor thanked the new Trustees for their willingness to give of their time and energy in creating and operating a college for Massachusetts veterans. The Governor explained that he would be unable to remain for the meeting as it was necessary for him to appear at Boys' State conducted by the American Legion at Massachusetts State College in Amherst.

After the dinner the meeting was called to order by Chairman Bartlett. President Baker expressed his thanks to the college

presidents for their willingness to share with the Board of Trustees of Massachusetts State College in the tremendous undertaking at the Devens extension. He expressed thanks also to the Army representatives for the fine cooperation they have given to the College.

Chairman Bartlett said that the Board of Trustees of Massachusetts State College had appointed a sub-committee in June to prepare plans for the opening of the Devens Extension and to report to the enlarged board this evening. He called upon Dr. Boyden, Chairman of the sub-committee, to present report of his committee.

Dr. Boyden reported that his sub-committee had submitted a bill to the Legislature authorizing the Governor to appoint nine Massachusetts college presidents to the Board of Trustees of Massachusetts State College to act as a governing board for the Devens Extension. This legislation also requested authorization for the operation of the Devens Extension. The committee further requested and obtained appropriation of $1,300,000 to cover cost of the Devens Extension through June 30, 1947.

Recommendations

Dr. Boyden then presented a series of recommendations from his sub-committee which after discussion and modification were approved by the Board as follows:

1. That the Chairman of the Board appoint an executive committee of five to act in the name of and for the Board of Trustees in the execution of leases, contracts and other financial agreements necessary to the development and operation of the Devens Extension; also to act in the name of and for the Board of Trustees in appointing a vice-president and other executive officers; this executive committee shall also include ex officio the Chairman of the Board of Trustees, the President of Massachusetts State College, and the vice-president in charge of the Devens Extension.

SBTC

MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

In accordance with this vote, Chairman Bartlett appointed the following as an executive committee: Dr. Boyden, Chairman, Trustees Carmichael, Desmond, Keleher, Cluverius.

2. That the executive officer of the Devens Extension shall be a vice-president.

3. That two deans shall be appointed by the executive committee upon the recommendation of the Dean and the President of Massachusetts State College.

4. That admissions to the Devens Extension be handled at Massachusetts State College by the Registrar and admissions committee; that an Assistant Registrar be appointed upon recommendation of the Dean and President of Massachusetts State College.

5. That Professors and Heads of Departments be appointed by the executive committee upon the recommendation of the vice-president in consultation with the President of the College; that teaching personnel below the rank of Heads of Departments be appointed by the vice-president upon the recommendation from Heads of Departments and the Deans.

6. That the Librarian and assistants, Director of Health and assistants, Director of Recreation and Athletics and assistants shall be appointed by the vice-president.

7. That the chief fiscal officer at the extension shall be appointed by the executive committee upon the recommendation of the Treasurer and the President of Massachusetts State College; Assistant Treasurer, bookkeepers, etc. to be appointed by the chief fiscal officer after consultation with the Treasurer of the College and with the approval of the vice-president.

8. That the general superintendent of the plant be appointed by the vice-president upon recommendation of the chief fiscal officer of the extension.

9. That the manager of dining halls be appointed by the vice-president on the recommendation of the chief fiscal officer; this manager to organize force and facilities and if dining halls are operated as concessions to be supervisor; that the executive committee be empowered to select a concessionaire on the recommendation of the vice-president.

10. That personnel to supervise postal, express service and transportation be selected by the chief fiscal officer and be responsible to him.

11. That clerical staff be under supervision of various administrative, instructional and operative departments and be selected through the deans and appointed by the vice-president.

12. That the curriculum for the first year be limited to basic fundamental courses with certain variations as may be justified by selection of majors by veterans; curriculum to be substantially as described in the catalogue of the College; that changes in curriculum be made only under authority of the Board of Trustees of the College.

13. That brief printed announcement of opening of the Devens Extension, courses to be offered, and arrangements as to living conditions and expenses be prepared immediately to Assistant Registrar of the College in contacting veterans now listed as interested in Devens, and others who may apply, that no catalogue of the Devens Extension similar to the College catalogue is considered necessary; that all publicity as to the Devens Extension shall be approved by the President of Massachusetts State College.

Dr. Boyden reported on his unsuccessful search for a president of the Devens Extension. He said his committee had reluctantly come to the conclusion that it would not be possible to find a "name educator" to head the Extension. For this reason the committee had recommended that the head of the Devens Extension be called vice-president.

He reported that the committee has five names which have been offered for consideration as vice-president. There was some discussion of possible candidates, and it was

Vice President at Fort Devens

VOTED: To authorize the Executive Committee with President Baker to select a vice-president for the Devens Extension.

President Baker reported that he had obtained that day a copy of the enabling legislation for the Devens Extension. This legislation

was changed somewhat from the recommendations of Dr. Boyden's committee. No veterans may be matriculated at Devens after September 1, 1947. Further, the Board of Trustees for the Devens Extension is automatically dissolved at the end of five years.

Dr. Conant pointed out that the Board is morally obligated to carry through to completion of the undergraduate degree the veterans who enter at Devens this fall and next. If it is not possible for these men to transfer to Massachusetts State College or to other colleges, the Board must arrange for the completion of their work at Devens.

Chairman Bartlett called on Colonel Knowlton for report on conditions at Devens. Colonel Knowlton said that the Post is to be deactivated as of June 30, 1946. At that time the State must take over the property and equipment which has been declared surplus by the Army and made available for the College Extension. He said the Army needs as soon as possible a definition of the area to be taken over and a detailed list of all property. He suggested that it would be helpful for the Board to send individuals to the camp immediately to pick out the property and see that it is placed in the proper warehouses and held for use of the College Extension.

Colonel Knowlton also said that many civilian employees are terminating their service at Devens on June 30th and might be available for service to the College. Included in this group are typists, janitors, groundskeepers, laborers and many other classifications.

He suggested also that the Superintendent of Plant for the College should go to Devens soon to get acquainted with the utilities

and to receive maintenance machinery from the Army.

The Colonel reported that the Union National Bank of Lowell has maintained a branch bank at Devens and is willing to continue the branch if the College so desires.

Chairman Bartlett thanked the Colonel for his report and for his fine cooperation. The Chairman thanked Dr. Boyden for the fine work done by his committee in preparing for this evening's meeting.

The meeting was adjourned at 9:20 P.M.

_____ Chairman

_____ Secretary

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MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

MINUTES OF MEETING OF TRUSTEE EXECUTIVE COMMITTEE
DEVENS EXTENSION OF MASSACHUSETTS STATE COLLEGE

June 26, 1946, 9:30 P.M., Parker House, Boston

PRESENT: Chairman Boyden, Carmichael, Keleher, Cluverius, Desmond, Bartlett, President Baker, Dean Van Meter, Secretary Burke

Chief Fiscal Officer

It was agreed that a Chief Fiscal Officer should be appointed immediately so that he could report at Devens and begin setting up the business organization. On the recommendation of Treasurer Hawley and President Baker, it was

VOTED: To appoint Gunnar E. Erickson, now College Business Officer, as Chief Fiscal Officer for the Devens Extension.

It was also

VOTED: To authorize Mr. Erickson to proceed with the appointment of subordinate business and fiscal personnel pending the appointment of a vice-president.

It was

VOTED: To fix Mr. Erickson's salary at $5,000 per year subject to the approval of the Commission on Administration and Finance.

It was

Union National Bank of Lowell - branch

VOTED: To allow the Union National Bank of Lowell to continue its branch at Devens with the understanding that there would be no obligation to the College.

Treasurer Hawley reported that officers of the College had been obliged to proceed with the listing of property, buildings, and grounds which would be required for operation of the Devens Extension. These college officers have been at Camp Devens and have conscientiously done their best to select such items as will be required. The Treasurer had with him long lists of equipment and buildings and

requested that the Trustees authorize the inclusion of these lists in leases to be prepared for approval of the Executive Committee. He pointed out that most of the property will be acquired at no cost. After discussion, it was

VOTED: To authorize inclusion of the lists of property, buildings, and grounds as prepared by the Treasurer in lease to be prepared for approval by the Executive Committee.

It was

VOTED: That the Executive Committee would meet at Chairman Bartlett's office - Ely, Bradford, Bartlett, Thompson and Brown, 49 Federal Street, Boston, Monday, July 1, at 11:00 A.M.

It was

VOTED: To fix the salary of the vice-president at $7500 and house subject to the approval of the Commission on Administration and Finance.

Vice-president - salary of

The meeting was adjourned at 10:15 P.M.

Secretary

8RBLD

MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

MINUTES OF MEETING OF EXECUTIVE COMMITTEE OF MASSACHUSETTS STATE COLLEGE AT FORT DEVENS

July 1, 1946, 11:00 A.M., Mr. Bartlett's Office, Boston

Chairman Bartlett presiding

PRESENT: Trustees Bartlett, Desmond, Boyden, Keleher, Carmichael, President Baker, Dean Van Meter, Secretary Burke

Chairman Bartlett announced that the main purpose of the meeting was to interview candidates for executive positions at Fort Devens.

The Committee then interviewed five candidates and consulted two others by telephone. It was unanimously

Deans of Massachusetts State College at Fort Devens

VOTED: To elect Dr. Joseph Morgan Stokes and Dr. Wentworth Williams as Deans of Massachusetts State College at Fort Devens at annual salary of $5400.

The Committee was reluctant to elect Deans before finding a Vice-President but it was felt that the matter was too urgent to be put over until a Vice-President was located.

Stokes, Joseph Morgan - dean

Dr. Stokes is a graduate of Presbyterian College of South Carolina, has an M.A. degree from Yale, was a Rhodes scholar and has a Ph.D. from Yale in 1935. He has been on the faculty of Presbyterian College of South Carolina and of Wesleyan University. He was a Naval Commander in charge of ground instruction training at Pensacola where the student body averaged 5,000 to 6,000 and the staff 1,500 to 1,600.

Williams, Wentworth - dean

Dr. Wentworth Williams is a graduate of Williams College and holds the degree Ed.D. from Columbia. His thesis at Columbia was on the administration of higher education. He taught for two years at Syracuse University and for 14 years at Boston University. He was an

officer in World War I; in World War II he was assistant commander of the West Point prep school at Devens, served overseas as chief of staff at Casablanca and later was dean of the Army Study Center at Florence, Italy.

The meeting was adjourned at 5 o'clock.

Secretary

[redacted]

MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

MINUTES OF MEETING OF EXECUTIVE COMMITTEE OF MASSACHUSETTS STATE COLLEGE AT FORT DEVENS

July 10, 1946, 11:00 A.M., Mr. Bartlett's Office, Boston

Chairman Bartlett presiding

PRESENT: Trustees Bartlett, Cluverius, Boyden, Keleher, Carmichael, Desmond, President Baker, Acting President Van Meter, Secretary Burke

Chairman Bartlett announced that the meeting was a continuation of last week's session in which the Executive Committee sought a Vice-President to head Massachusetts State College at Fort Devens. Three candidates were interviewed and after discussion, it was unanimously

Hodnett, Edward
Vice-President

VOTED: To elect Dr. Edward Hodnett as Vice-President of Massachusetts State College at Fort Devens at annual salary of $7500 and house.

Dr. Hodnett received his A.B. from Columbia University in 1922, his Ph.D. from Columbia in 1935, studied in England for nearly two years - one year as a Cutting Traveling Fellow.

Vice-President

He was at Columbia from 1922 to 1940 in both teaching and administration; 1940 to 1942 he was dean of the College of Arts and Science and Professor of English at the University of Newark; 1942 to 1945 he was in the United States Navy where his main responsibility was as an educational officer. At one time he was in charge of the educational program of 2,000 men in naval aviation. He also directed the V-12 program at Harvard and later at Tufts.

Dr. Van Meter reviewed progress to date on the canvassing of prospective students. Letters have been sent to the 2800 men whose names were supplied by the various Massachusetts colleges and to

hundreds of others who have since written to the College. Information has been sent to Veterans Guidance Centers in the various communities of Massachusetts and to the other colleges. Applications are beginning to come in as a result of these mailings.

Mr. Thomas H. Buckley, Chairman of the Commission on Administration and Finance, and Major George J. Cronin, State Purchasing Agent, attended during part of the meeting to discuss with the committee the need for rapid action in acquiring supplies and equipment to be used at Fort Devens. Mr. Buckley said that a great deal of equipment is now available free from various surplus sources. However, other colleges are making aggressive efforts to obtain this material and he urged that the Trustees take steps to insure the obtaining of sufficient supplies and equipment for use at Devens. Dr. Van Meter said that the College has prepared a list of all needed supplies and equipment and that this list is in the mail today addressed to Mr. Buckley. Mr. Buckley also urged that Mr. Erickson, Chief Fiscal Officer at Fort Devens, be given backing and full authority of the Trustees in hiring assistants to carry on his work. Mr. Bartlett assured Mr. Buckley that Mr. Erickson would be so instructed immediately.

There was brief discussion of the terms of employment for members of the professional staff at Fort Devens and, it was

Terms of Employment

VOTED: To authorize Chairman Bartlett to fix terms of employment on the recommendation of President Baker.

The meeting was adjourned at 1:30 P.M.

Jno Burke Secretary

8RBJd

MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

REVISED AND APPROVED
MINUTES OF MEETING OF EXECUTIVE COMMITTEE
OF THE MASSACHUSETTS STATE COLLEGE AT FORT DEVENS

August 22, 1946, 2:00 P.M., Mr. Bartlett's Office, Boston, Mass.

Chairman Bartlett presiding

PRESENT: Trustees Bartlett, Cluverius, Keleher, Carmichael, Boyden, President Baker, Dr. Hodnett, Dean Van Meter, Mr. Erickson, Treasurer Hawley, Secretary Burke

Dr. Hodnett reported on progress of the College at Devens. They will definitely open October 1 and he believes with a good faculty and approximately 1500 students. The College will operate on a three-semester or three-term plan. Dr. Hodnett proposes to divide the curriculum into three divisions - Humanities, Social Studies, and Science. He feels that the salary of division heads at Massachusetts State College; namely, $4500, is not sufficient for his division heads inasmuch as Devens college will operate on the three-term plan. On his recommendation, it was

Division Heads - salary of

VOTED: To approve a salary of $5,000 for division heads at Devens, provided this rate can be cleared with the Commission on Administration and Finance.

Dr. Hodnett reported further that he is proposing to employ a faculty of 110 teachers. He has received 400 applications and has accepted 48 men to date. There was discussion of a list of recommended appointees, and it was

VOTED: To authorize appointment of the following men as recommended by Dr. Hodnett, appointments to be effective September 1 or as soon thereafter as the individuals report for duty:

Albert O. Porter, Head of Division of Social Studies

Theodore Sottery, Professor of Chemistry and possible Head of the Division of Science

Herbert A. Perkins, Professor of Mathematics
and Head of the Division of Records and Guidance

George H. Genzmer, Professor of English

William S. Knicherbocker, Professor of English

R. Victor Stout, Professor and Head of Division
of Physical Education

Robert E. Bacon, Professor of English

Ervard D. Ericson, Professor of English and Head
of Division of Humanities

Alexander H. Rice, Professor of History

Walter Kerrigan, Senior Medical Officer

Hendrick M. Boshard, Professor of German

George S. Gleason, Professor of Engineering
Drawing

George H. R. O'Donnell, Professor of Physics
and perhaps Head of Division of Science

President Baker reviewed his suggestion made that morning to the Executive Committee of Massachusetts State College that he be allowed to send 300 veteran students to Devens if the new Alumni dormitories are not ready in time this fall. It was felt that there would be problems both at Amherst and at Devens if this has to be done. However, the Executive Committee

VOTED: To authorize President Baker to send 300 students to Devens if necessary.

On the recommendation of Dr. Hodnett, it was

Room Rent

VOTED: To authorize room rent at Devens of $2.00 per week. Dr. Hodnett pointed out that the men will not have separate rooms but will live army barracks style, hence the low rate.

It was

Feeding of Students

VOTED: To authorize Dr. Hodnett to enter into contract for feeding students at Devens with the understanding that the contract is to be approved by

Board Rate

the Commission on Administration and Finance. Dr. Hodnett has three bids none in excess of $10.50 per man per week. It was

Concessions

VOTED: To authorize Dr. Hodnett to make arrangements for local concessions such as barber shop, shoe repair shop and other services required on the campus at Devens. Concessions are to be let after consultation with the Treasurer of the College.

Dr. Hodnett reported great difficulty in obtaining chemical supplies and other laboratory supplies and equipment. If these are not available by October 1, it may be necessary to teach Sophomore courses such as Economics and Psychology the first year and to give the laboratory courses later. It was

VOTED: To authorize Dr. Hodnett to shift the teaching schedule if he cannot have laboratories in operation by the time college opens.

Dr. Hodnett reported a need for funds for the operation of athletics, college store, and other items on a revolving fund basis. The Commission on Administration and Finance has refused to allow the use of State funds for setting up revolving fund accounts. It was finally agreed that the best plan might be to use appropriated State funds for the purchase of needed athletic equipment and to revert income from this source to the State Treasury. It was also agreed that the College Store might best be operated as a concession.

Mr. Erickson reported on the proposed use of the Devens budget of $1,300,000. Salaries will cost $691,250, supplies $68,500, plant operation $171,685, making a total of $931,135. In addition, it will cost approximately $815,000 for conversion of buildings for furniture and equipment. The Federal Housing Authority is expected to pay a considerable portion of the cost of conversion. Chairman Bartlett informed Mr. Erickson and Dr. Hodnett that it was imperative that they

hold within the budget of $1,300,000 and to cancel any proposed work necessary to keep costs within the budget. It was

House Rentals for Faculty Members

VOTED: To approve house rental rates for faculty members in accordance with the rent schedule adopted by the Federal Public Housing Authority.

Tuition

Dr. Hodnett raised question as to whether a veteran student resident of Massachusetts might be allowed to pay $100 tuition out of his own pocket rather than the rate established for veterans and normally paid by the Veterans' Administration. Chairman Bartlett said that no such payment would be allowed.

Dr. Hodnett raised question as to the use of busses owned by the College at Devens. Requests have been made for the use of the busses for transporting children of faculty members to the public school in Ayer, for use by faculty members in going from home to class and for use by athletic teams on trips. It was agreed that a schedule of payments should be adopted for any use of busses and that Dr. Hodnett should work out carefully the uses which he considered legitimate. On the recommendation of Treasurer Hawley, it was

VOTED: To approve signature of Dr. Edward Hodnett and Gunnar E. Erickson on billing schedules.

It was also

VOTED: To authorize G. E. Erickson, Chief Fiscal Officer, Massachusetts State College at Fort Devens, to sign any and all checks, withdrawal orders, drafts, certificates of deposit and all other documents required to be signed or endorsed in the name and behalf of Massachusetts State College at Fort Devens or the Board of Trustees of said Massachusetts State College at Fort Devens in order to deal with, withdraw from and deposit to any accounts now existing or that may exist in the future in Union National Bank of Lowell said authority to include his right to sign or endorse any paper or document that may be required to be signed in connection with any

transaction that may take place by said Massachusetts State College at Fort Devens or the Board of Trustees of Massachusetts State College at Fort Devens in any financial transaction that he has with or through said Union National Bank of Lowell including dealings with certified checks and foreign exchange. Such authorization is to be effective when Mr. Erickson is bonded. It was agreed that Mr. Erickson's bond should be in the amount of $10,000 and that there should be blanket bond coverage in the amount of $10,000 on all other employees at Fort Devens who handle cash.

It was

VOTED: To require bond in the amount of $10,000 covering Daniel Sullivan, Senior Accountant, Massachusetts State College at Fort Devens. Mr. Sullivan is not yet authorized to sign checks but the purpose of the bond is to pave the way for later authorization for his signing checks as alternate to Mr. Erickson.

The meeting was adjourned at 4:30 P.M.

_____ Secretary

MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

MINUTES OF MEETING OF BOARD OF TRUSTEES OF
MASSACHUSETTS STATE COLLEGE AT FORT DEVENS

October 1, 1946, 1:15 P.M., Fort Devens

Chairman Bartlett presiding

PRESENT: His Excellency Maurice J. Tobin, Governor, Chairman Bartlett, Trustees Keleher, Carmichael, Boyden, Ell, Healy, Cluverius, Brett, Deely, Mrs. McNamara, Taber, Compton, Baxter, Hoftyzer, Charles Cole, Hubbard, Brown, President Baker, Vice President Hodnett, Dean Van Meter, Dean Machmer, Dean Williams, Dean Stokes, Fiscal Officer Erickson, Secretary Burke

It was

VOTED: To dispense with reading of the call.

It was

VOTED: To dispense with reading of minutes of the last previous meeting.

Dr. Hodnett reported registration of 1300 students. He said that while facilities are not just as he would wish them, the program was going forward as scheduled. A staff of 265 persons has been recruited of whom 108 are faculty. Seventy per cent of the members of the faculty are veterans. Reconstruction of some of the buildings is about to begin but the college program has started regardless. Dr. Hodnett paid tribute to the Commission on Administration and Finance for its splendid cooperation in preparing facilities for college opening.

Dr. Hodnett suggested that the theatre on the campus be operated for the use of students and that the income be used to benefit student activities. Question was raised as to authority of the Trustees to establish a revolving fund. After discussion, it was

Theatre

VOTED: To authorize Dr. Hodnett to operate the theatre on a revolving fund basis with income to be used for the support of student activities and with the understanding that this procedure would be submitted to state officials for approval.

Upon the written request of Thomas H. Buckley, Chairman of the Commission on Administration and Finance, the following four actions were taken so that there might be no delay in necessary renovation of buildings. It was

Renovation of Dormitories

VOTED: To authorize Dr. Edward Hodnett, Vice President, Massachusetts State College at Fort Devens, to sign contract with John Bowen Company providing for renovation of dormitories at Massachusetts State College at Fort Devens.

It was

Federal Works Agency

VOTED: To authorize Dr. Edward Hodnett, Vice President of Massachusetts State College at Fort Devens, to sign lease from Federal Works Agency providing for the use of buildings at Massachusetts State College at Fort Devens.

It was

Architect - John M. Gray

VOTED: To approve action of the Commission on Administration and Finance securing services of architect John M. Gray, 175 High Street, Boston, to act in renovation of buildings at Massachusetts State College at Fort Devens.

It was

John Bowen Co.

VOTED: To approve action of the Commission on Administration and Finance in awarding contract to John Bowen Company for renovation of dormitories at Massachusetts State College at Fort Devens and charging cost of such renovation in the amount of $210,000 to appropriation for the maintenance of the College at Devens.

Fiscal Officer Erickson reported on expenditures to date and on plans for the use of the budget for the remainder of the year. The total budget requested by the Department of Education for Devens

was $1,371,000. The General Court reduced this to $1,300,000. Mr. Erickson now estimates the cost for one year to be $1,505,800. Administration costs have been reduced $40,000 from the original estimate and Instruction costs reduced $50,750. Operation of Plant costs are increased by $95,550 because of the scattered nature of the buildings, the lack of central heating, and the fact that there is a great accumulation of maintenance work left by the Army. Conversion costs and purchase of laboratory equipment was increased by $90,000 over original estimates because the barracks as left by the Army were not suitable for college dormitory purposes. Also it proved necessary to buy some equipment which it was hoped could be obtained on rental basis.

Governor Tobin congratulated President Baker, Dr. Hodnett, and others who have accomplished the miracle of making the college ready by October 1. He said that only a miracle of effort had achieved the tremendous task of preparing the facilities, organizing the educational program, and bringing staff and students together by the October 1 deadline. Governor Tobin said that he is confident that the college will hold to the highest educational standards so that Massachusetts veterans will get the best possible education and Devens college will rank second to none in the Commonwealth.

The meeting was adjourned at 2:00 P.M.

_____ Chairman

John Beede Secretary

MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

MEETING OF THE EXECUTIVE COMMITTEE OF THE BOARD OF TRUSTEES
OF MASSACHUSETTS STATE COLLEGE AT FORT DEVENS
1946
November 4,/11:00 A.M., Chairman Bartlett's Office, Boston

At the request of Dr. Boyden, Chairman of the Executive Committee, Mr. Bartlett presided.

PRESENT: Trustees Bartlett, Keleher, Carmichael, Cluverius, Desmond, Boyden, President Baker, Secretary Burke

Meals at Devens

Chairman Bartlett said that he had received request from the Assistant Attorney General for the Attorney General and his Assistant to make a brief statement concerning board arrangements for students at Fort Devens. The members of the Committee agreed to invite Mr. Barnes and Mr. Rowell to the meeting.

Attorney General Barnes reported that he had a petition signed by various students at Fort Devens requesting permission to be allowed to eat where and how they pleased and not to be required to eat at the boarding hall provided by the College. Seventy-five students had visited him in his office at the State House to implement this petition. He said that it was his impression that the requirement that all students eat at the boarding hall was put in force after Devens had opened. It was represented to him that the food was unbelievably bad. He said that he had letter from the President of the Revere Sugar Refining Company, the father of one of the students, to that effect. Further, he said it was his understanding the contract was not let to the lowest bidder. He has an investigation underway at the present time. He believes that if the Trustees issue an order compelling students to eat at any one boarding hall there goes with it the necessity of providing good food. He is fairly well convinced

that this is not being done. If these premises are correct, the Trustees should do something about it.

Upon question from Chairman Bartlett, Mr. Barnes said that he is the Attorney of the Board of Trustees and that he will gladly give advice upon request. Chairman Bartlett said that the Trustees have adopted the rule of requiring students to eat their meals on the campus. This rule is common practice for freshmen in many colleges. All the colleges and schools represented by the Board members present today have such rule for their freshman students. He asked Mr. Barnes whether such regulation is permissible for this Board of Trustees. Mr. Barnes said probably yes.

Chairman Bartlett said that the Trustees are faced with a peculiar situation at Devens. Everything is new, there was a rush to organize, and since Devens is one mile from Ayer, a small town, it was a difficult question as to how to feed the students. The Trustees advertised for bids for a food concession. Of 14 concessionaires who considered the proposition, only 6 finally submitted bids.

It is Mr. Bartlett's impression that the low bidder was considered unable to perform satisfactorily on the basis of advertised bids. The bid was awarded to the second low bidder but this firm found that it was unable to carry out the terms of the bid. This firm, therefore, turned to Crotty Brothers who accepted the contract at the price of the second low bid. This procedure was approved by the Commission on Administration and Finance.

Chairman Bartlett then asked Mr. Barnes whether he would recommend that the Trustees dispense with the services of Crotty Brothers until some new arrangement could be made. Mr. Barnes said no - that that would not be practicable as the students would then have no place to

eat. He suggested that Crotty Brothers go ahead and meantime the Trustees readvertise for bids - then decide what bid to accept.

Mr. Rowell said that he did not question the right of the Trustees to require students to eat on campus but that the students did not know of this requirement when they entered College.

President Carmichael said that at Dartmouth, the students are required to eat at the Commons unless the college transfers their board money to an approved organization such as a fraternity. Tufts requires all freshmen to eat on campus and pay by the term.

Admiral Cluverius said that Worcester Polytechnic Institute requires freshmen to eat on campus and pay for all meals. Father Keleher said the same was true at Boston College.

Dr. Boyden said that it is obvious that the Trustees cannot make a new arrangement overnight. He supported the right of the Trustees to require all students to eat on campus. He advised re-advertising for bids and in the meantime continuing arrangements with Crotty Brothers.

There was then discussion of the immediate problem that the College has suspended from classes those students who have refused to eat at the boarding hall. If the Trustees are to operate an educational institution they must control the students. Why should the students be reinstated in view of their refusal to abide by the rules of the College?

Mr. Rowell maintained that students should be immediately reinstated because the food is so bad the Trustees cannot require them to eat at the boarding hall. He would excuse students from eating there until a new contract is let. Mr. Barnes suggested that the students

who have purchased meal tickets be required to eat at Crotty Brothers. Those students who do not purchase tickets should not be permitted to eat any meals at Crotty Brothers.

President Carmichael suggested that Trustees should now determine the fact of the goodness or badness of the food served at Devens. He said that college students are likely to complain even if they are served good food. He has yet to be convinced that the food is bad.

Chairman Bartlett raised the question, if the Trustees advertise for new bids, what will happen in the event that a better bid cannot be obtained. The present price at Devens is lower than at any of the institutions represented in this meeting except Massachusetts State College which supplies much of the food for the boarding hall from the college farms and orchards.

Dr. Boyden pointed out that under present conditions, good food cannot be obtained regularly. He said that he has talked with students from Devens and his belief is that the food is not bad. Most of the boys are content with it.

Various members of the committee expressed the belief that if the College were to advertise for bids, contractors would fear to bid in view of the present situation and inevitably the price would go up - thus the majority of students would suffer from increased cost of food. Any food situation is easy to correct if price is of no consequence. However, the students are paying for the food and the Trustees must keep in mind the limited funds of the students.

Mr. Barnes said that he had 10 witnesses ready to appear before the committee as to the bad quality of the food. Chairman Bartlett requested that he pick two students of the ten to be heard. Mr. Barnes

brought in Charles Carroll and Trueman Jackson. These students reported that for the first two weeks the food was not too good but that after that the quality improved. They said they are not now complaining of the quality of the food but rather of the requirement that they must eat on campus with no rebate for meals not eaten there. They said that for five days in a row starchy food was served for the main course, that breakfast consisted of french toast or boiled eggs which were too soft, or of pancakes, and that hydrated eggs were served.

Mr. Bartlett reviewed for the benefit of these students the discussions preceding their entry. He pointed out that the Trustees could at any time obtain better food but inevitably this would come at a higher cost and that it would be the students who would pay. He said it was the feeling of the Trustees that if bids were advertised for again, the cost would rise for the 900 students who are satisfied with the present arrangement. He told the students that they were getting their food at Devens at less cost than at any of the colleges represented at this meeting except Massachusetts State. He asked the students whether the Trustees should abolish eating arrangements entirely at Devens. The students said no. They would like to investigate certain caterers to see if a better deal could be made.

President Carmichael said that it is the tendency of colleges today to require all students to eat on campus, that there are certain educational advantages in such requirement.

Question was raised as to whether the college itself could operate a boarding hall and it was pointed out to the students that no funds were appropriated to the college for this purpose. Upon leaving the meeting, the students left a letter setting forth their

request to be allowed to eat where they pleased. This letter was read by Attorney General Barnes.

Dr. Boyden said that students generally from Maine to California would be found to complain of their food. It is his belief that 35 to 50 percent of students any where at any one time might complain of the food even in better times.

Upon invitation of the committee, Dr. Hodnett, Dean Stokes, Dean Williams and Mr. Erickson, Fiscal Officer, appeared before the committee. Dr. Hodnett explained the basis of the bids for the food concession at Fort Devens. He said that a student government was formed at Fort Devens as soon as the college was opened and that he would like to have the Trustees hear from two members of the student senate. Gerald McDonald and Joseph Dilman then appeared to represent the student senate. These students said that at the beginning of the college there was some misunderstanding of the need for purchasing meal tickets, that the need had been explained to the students by Dean Stokes and that the senate was now convinced that present arrangements offer the only practical solution to the problem of feeding the students at Devens. They said it is the belief of the student senate that regardless as to whether the meals were good or bad, certain of the students should never have marched on the State House and enlisted the aid of politics to overrule a decision of the Board of Trustees. They granted that it would be possible to improve the quality of the food service but that the college has been operating for only one month and conditions are improving. They said they believe that the students would like to have more facts about the food situation and that if they had these facts they would be content.

8RBJd

MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

For the benefit of the members of the student senate, Chairman Bartlett reviewed the discussions which had taken place earlier in the meeting.

Dr. Hodnett reported that the menus at Devens are planned by a former Army Colonel who had charge of meal planning for the Army Ground Forces. This man is an expert in meal planning and approves the quality and quantity of food served. Menus are submitted for the approval of Dean Stokes one week in advance. Each day's service includes 3500 calories. He reported that the mess hall is set up on the basis of Army feeding and that until the equipment could be changed certain methods of serving were inevitable. The college administration has requested changes in the main dining hall and has attempted to work out some adjustments with the concessionaire. He reported that he had discussed with Crotty Brothers changing to a cafeteria plan with food choice for students if such should be the will of the Trustees. Crotty said that he would be willing to consider this plan only if the college provided equipment which would permit this type of service. The question now in Dr. Hodnett's mind is whether the college will continue to exist long enough to justify new equipment for the boarding hall.

Each member of the college administration present, President Baker, Dr. Hodnett, Dean Stokes, Dean Williams, Fiscal Officer Erickson and Secretary Burke, testified to eating at the dining hall at Devens and being satisfied that the food was reasonably good. Mr. Erickson said further that some of the Devens faculty eat there quite regularly and that inquiries and inspections have been made frequently which lead the officers at Devens to believe that the food is reasonably good.

MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

Commissioner Desmond said that at the time the budget for Devens was prepared, time was too short before the opening of college to permit the organization of a boarding hall operated by the college itself. Therefore, those submitting the budget recommended feeding on a concession basis.

Chairman Bartlett then discussed possible conclusions with Attorney General Barnes. Mr. Barnes agreed that the Trustees have the legal right to suspend students from classes for failure to conform with college regulations. Mr. Bartlett asked him whether he was now convinced that the food is reasonable and the price is satisfactory. Mr. Barnes agreed that he did. Chairman Bartlett then asked what the Trustees should do - whether they should advertise and run the risk of getting a higher price.

Admiral Cluverius said that the presidents of Massachusetts colleges were firmly behind the program at Fort Devens, that they considered it their duty to operate the best college possible, and that it is his belief that Devens is the best college of its kind in the country. It needs the backing of the presidents of Massachusetts colleges if it is to succeed. We cannot let it fail now.

Dr. Boyden said that the Trustees must maintain discipline but at the same time he advised that the Trustees should do everything possible to improve food conditions. We want the students back in class, as the present situation cannot go on. He advised giving the students a time limit in which they would be required to purchase meal tickets. Those who fail to do so within the time limit should be requested to withdraw from college.

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MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

Chairman Bartlett canvassed the committee one by one and every member agreed with Dr. Boyden's suggestion. It was then unanimously

VOTED: To support the action of the administration at Devens in suspending from classes those students who have failed to comply with college regulations with respect to the payment of board, that these students be given until Wednesday, November 6, at 5:00 P.M. to comply. If any student fails to comply by that time, the Trustees expect the administration to suspend him from college. Meantime the students are eligible to return to classes.

Attorney General Barnes said that he concurred in this vote. He thanked the committee for the opportunity of conferring with them. He said that he was impressed with the experience and wisdom of the educators present and that he had faith in the rightness of their decisions. He urged that frequent checks be made on the quality of the food.

President Baker explained that State House regulations require that a Trustee or officer of the Board of Trustees approve expenditures from appropriations to the College at Devens. Upon his recommendation, it was

VOTED: To appoint Gunnar E. Erickson, Fiscal Officer at Massachusetts State College at Fort Devens, as Assistant Treasurer of the Board of Trustees.

It was also

VOTED: To authorize the Assistant Treasurer of the Board of Trustees, G. E. Erickson, to approve expenditures for appropriations to the College at Fort Devens on behalf of the Board of Trustees, and in accordance with the provisions of Section 5, Chapter 75, of the General Laws.

The meeting was adjourned at 3 o'clock.

J. W. Burke Secretary

MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

November 27, 1946

Board of Trustees of
Massachusetts State College at Fort Devens

The following letter dated November 16 from Gunnar E. Erickson, Chief Fiscal Officer of Massachusetts State College at Fort Devens to Joseph W. Bartlett, Chairman of the Board of Trustees, and resultant mail ballot are hereby made part of the official records of the Board.

The ballot was sent by Chairman Bartlett to members of the Executive Committee of Massachusetts State College at Fort Devens and has been approved by each member of the Committee.

November 16, 1946

Joseph W. Bartlett, Esq.
49 Federal Street
Boston, Massachusetts

Dear Mr. Bartlett:

At the meeting of the Executive Committee of the Board of Trustees of Massachusetts State College at Fort Devens held in your office on August 22nd, 1946, it was voted "To authorize Dr. Hodnett to enter into contract for feeding students at Devens with the understanding that the contract is to be approved by the Commission on Administration and Finance. Dr. Hodnett has three bids none in excess of $10.50 per man per week." The bids were let to Fitzpatrick Brothers at $9.95 per week per student; subsequently they withdrew and Crotty Brothers took over at $9.95 per week per student.

When these bids were made the semester was presumed to be the basis for the billing to the students, as this is the basis which most colleges use. The students were notified that the board would be at the rate of $39.80 per month payable in advance. The concessionaire set up a ticket system where all meals eaten were punched, and it was because of this ticket punching that our complaints started. You are aware of the situation arising because we compelled the students to pay for all their meals whether they ate here or not.

In view of this fact, and because we did not notify the students in advance that board was set on the semester basis, the problem has arisen as to who was to pay for meals during Thanksgiving, Christmas and Easter vacations. If the student were to pay for these meals it could mean either that (1) he buy the monthly ticket as he has in the past; or (2) he pay proportionately more for meals he does eat. If the concessionaire were to stand the cost of his labor during the vacation periods it would mean that he would operate at a loss, which could be recovered only by increased costs to students or by cutting the quality

and quantity of the food.

It is our feeling that the concessionaire should not be asked to bear this burden, which he refused to do at a meeting held in my office yesterday. We do not want to increase the cost of board to the student, and we know from past experience that they will balk on buying a month's ticket when they will miss 14 days at Christmas. The only alternative that I can see is to take the cost of labor of the concessionaire out of the 50 cents per week per student set up in the contract to cover rental of premises. We have agreed to consult with the Crotty Brothers to use every means to keep this labor down to a minimum. There are sufficient amounts to cover this labor cost.

I have talked with the Comptroller about this matter and he agrees with me that this is the only method that we could follow, as it is not possible to pay for the employees of the Crotty Brothers out of our budget.

In the New York State set-up the State pays for the food, labor, overhead charges, and pays the concessionaire a commission for supervision. At Amherst the Boarding Hall pays no rent and a great amount of food is raised by the College farm and is transferred to the Boarding Hall at Comptroller's prices which are much below market prices. Board there is at the rate of $7.70 per week. Most colleges require no payment from the dining halls for rent, heat, light and water and they carry their labor over vacation periods.

In view of all these facts I wonder if we are not justified in following the procedure I mentioned above; that is, taking the cost of labor of the concessionaire during vacation periods out of the 50 cents per week per student. May we have the approval of the Executive Committee of the Board of Trustees on this method of handling the problem?

Very truly yours,

/s/ Gunnar E. Erickson
Chief Fiscal Officer

GEE/mbc

Mail Ballot

I vote

To approve adjustment of contract with Crotty Brothers for feeding students at Massachusetts State College at Fort Devens to permit taking of cost of labor of dining hall employees of concessionaire during all vacation periods during the academic year (said cost to be agreed upon in advance by both parties) out of the 50 cents per week

MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

per student charge set up in the contract to cover rental of premises; the net amount only to be considered as income.

Signed: Frank L. Boyden
Leonard Carmichael
John J. Desmond, Jr.
Father William L. Keleher
W. T. Cluverius
Hugh P. Baker

J. W. Reuke Secretary

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MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

December 5, 1946

Board of Trustees of
Massachusetts State College at Fort Devens

The following letter dated November 29, 1946 from James W. Burke, Secretary, to members of the Board of Trustees of Massachusetts at Fort Devens and the resultant mail ballots (3) are hereby made part of the official records of the Board.

November 29, 1946

To Members of the Board of Trustees of
Massachusetts State College at Fort Devens

Under date of August 22, 1946, your Executive Committee composed of Joseph W. Bartlett, Chairman of the Board, Dr. Frank L. Boyden, Chairman of the Committee, Dr. Leonard Carmichael, Commissioner John J. Desmond, Father William L. Keleher, and Admiral W. T. Cluverius voted

> "To authorize Dr. Hodnett to enter into contract for feeding students at Devens with the understanding that the contract is to be approved by the Commission on Administration and Finance. Dr. Hodnett has three bids - none in excess of $10.50 per man per week."

The Committee also voted

> "To authorize Dr. Hodnett to make arrangements for local concessions such as barber shop, shoe repair shop, and other services required on the campus at Devens."

In accordance with these votes, contracts have been let as listed on the accompanying sheet. These contracts are now in the hands of the Attorney General for approval as to form after which they will go to the Governor and Council for approval.

The Attorney General has requested that these contracts be approved by a majority of the Board of Trustees. With the approval of Chairman Bartlett, I herewith submit three ballots as listed on the next sheet.

Sincerely,

/s/ James W. Burke
Secretary

MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

Mail Ballots

I vote

To confirm the votes of the Executive Committee of Massachusetts State College at Fort Devens, August 22, 1946, in regard to authorizing Edward Hodnett to enter a contract for feeding students at Devens and contracts for local concessions on the campus.

I vote

To hereby specifically authorize and ratify the acts of said Edward Hodnett on behalf of the Trustees of Massachusetts State College at Fort Devens in entering into a contract for feeding students at Fort Devens dated September 24, 1946 with Crotty Brothers, Massachusetts Inc.

I vote

To hereby specifically authorize and ratify the acts of said Edward Hodnett on behalf of the Trustees of Massachusetts State College at Fort Devens in entering into the following listed concessionaire agreements and leases at Fort Devens:

No.	Concession Explanation	Concessionaire	Date	Rental Charge
1.	Dining Hall to furnish 3 meals daily to all students	Crotty Bros. Mass. Inc.	9/24/46	.50 per week per student
2.	Snack Bar (Arabella Club) to furnish sandwiches-pastry-milk-coffee-tea and soft drinks	Crotty Bros. Mass. Inc.	9/23/46	10% of gross receipts
3.	Snack Bar (Charles Hall) services same as Arabella Club	Crotty Bros. Mass. Inc.	9/23/46	10% of gross receipts
4.	College Store to furnish cigarettes-cigars-tobacco-candy-magazines-toilet articles-textbooks-supplies-jewelry and novelties	Crotty Bros. Mass. Inc.	9/23/46	5% of gross receipts
5.	Barber Shop to furnish tonsorial service	John Zona	9/30/46	10% of gross receipts
6.	Tailor Shop to furnish clothing repair - cleaning and pressing service	Dominic Fusco	9/30/46	10% of gross receipts

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MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

7.	Cobbler Shop to furnish shoe repairs, shines and minor supplies	Michael Klun	9/30/46	10% of gross receipts
8.	Palace Steam Laundry to furnish laundry service for individuals and college dormitories	H. Chicknavoian	9/30/46	10% of gross receipts on individual business 5% on college business

All contracts subject to review after 60 days of operation, so that a flat rental basis may be established according to expenses involved.

Signed: Joseph W. Bartlett
Frank L. Boyden
Alden C. Brett
Harry Dunlap Brown
Leonard Carmichael
Frederick E. Cole
John W. Deely
John J. Desmond, Jr.
Ernest Hoftyzer
Lottie A. Leach
Elizabeth L. McNamara
Ralph F. Taber
Richard Saltonstall

C. W. Cole
J. B. Conant
Karl T. Compton
William L. Keleher, S.J.
Daniel L. Marsh
James P. Baxter III
Carl S. Ell
W. T. Cluverius
William J. Healy, S.J.

J W Beeke Secretary

MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

MINUTES OF MEETING OF BOARD OF TRUSTEES OF MASSACHUSETTS STATE COLLEGE AT FORT DEVENS

December 18, 1946, 6:00 P.M., Copley Plaza Hotel, Boston

Chairman Bartlett presiding

PRESENT: Trustees Bartlett, Brett, Carmichael, Fred Cole, Deely, Desmond, Hoftyzer, Hubbard, Mrs. Leach, Mrs. McNamara, Taber, Whitmore, Compton, Marsh, Ell, Cluverius, Healy, President Baker, Secretary Burke, Dr. Hodnett, Mr. Erickson, Budget Commissioner Greenough

At the request of the Chairman, Secretary Burke read call for the meeting and minutes of the last meeting of the Board. The minutes were approved as read.

Chairman Bartlett presented Gunnar E. Erickson, Fiscal Officer of Massachusetts State College at Fort Devens, and requested that Mr. Erickson present the budget for the year beginning July 1, 1947 and also present a deficiency budget for the balance of the present year. The Chairman said that at the time Devens was set up no one knew in advance how much it would cost for the first year. Because of unavoidable conditions, it was not possible to stay within the original budget of $1,300,000. Hence it will be necessary to go to the Legislature for additional funds to complete the present year. Budget

In presenting the budget for the year beginning July 1, 1947, Mr. Erickson said that it was based upon an expected attendance of 2300 students in the fall of 1947. There are now 118 teaching positions at Devens and it is contemplated to provide for 47 more in the budget. Mr. Erickson then presented budget totaling $2,018,390 which includes $182,150 for the operation of summer session in July and August of 1947 and June of 1948.

PUBLIC RECORD

MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

It is expected that the operation of Devens will return a total of $1,536,900 to the Commonwealth so that the net cost to the Commonwealth will be $481,490.

Mr. Erickson announced that agreement has been reached with the Veterans Administration so that the College will receive $225 per student per semester.

Mr. Erickson then presented a deficiency budget in the amount of $317,655. He explained that the Legislature originally appropriated $1,300,000 for the operation of Fort Devens through June 30, 1947. This amount proved to be insufficient largely because of the nature of the buildings and grounds set apart by the Army for the use of the College. There is no central heating so that each building must be heated separately and it is necessary to employ firemen for three shifts during the day and night. Also the College counted on receiving certain supplies and equipment free or at a nominal rate and later it was found necessary to purchase these items. Chairman Bartlett asked Mr. Erickson if he had kept in constant contact with the Commission on Administration and Finance concerning expenditures above the amount of the budget. Mr. Erickson said that he had. Mr. Greenough confirmed this statement.

Dr. Ell raised question as to the cost per student for the first year at Devens. Mr. Erickson said that costs in the first year were heavy but could not be compared with those of colleges which have been in operation for some time. In the first year it was necessary to spend large sums to prepare buildings for use as classrooms and laboratories. It was also necessary to purchase laboratory equipment and other supplies which should be amortized over several

years and not considered as a one year cost only. He pointed out further that estimated revenues for the first two semesters of operation amount to $924,000. After discussion, it was

VOTED: To approve the deficiency budget of $317,655 for the year July 1, 1946 through June 30, 1947 and the regular budget of $2,018,390 for the period July 1, 1947 through Juen 30, 1948.

Commissioner Desmond raised question as to whether all students at Devens would attend the third semester offered in the summer. Dr. Hodnett replied that they would not, as many of the students find it necessary to earn in the summer so that they may carry on during the two winter semesters. He said that the teachers were hired for two semesters only and that they were not guaranteed salary for the third or summer semester except as their services may be required.

President Baker reported that present plans call for the transfer of 84 students in Agriculture from Fort Devens to Amherst at the end of the first two semesters. It is also expected to transfer between 500 and 600 Engineering students by February of 1948 when they will have completed four semesters at Devens. Question was raised as to provisions for completion of the college program of those not in Agriculture or Engineering. After lengthy discussion, it was agreed that it was not possible to make definite decision at this time as to how or where these men could complete their courses. It was pointed out that the Trustees could not agree definitely that they would remain at Devens as numbers might conceivably shrink for any one section of students to the point where it would be uneconomical for them to remain at Devens.

Chairman Bartlett presented Vice President Hodnett who reviewed activities and operation of the College to date. Dr. Hodnett complimented the Commission on Administration and Finance for the

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splendid cooperation and constant help in meeting the problems of a new college. He spoke of the difficulties in the first year of operating with inadequate information as to the number of students who would attend, the cost of preparing buildings, and acquiring equipment. However, most of these problems have been solved and the Administration is now able to go ahead on a sounder basis. He said that the students are outstanding. It is no problem to induce them to study - in fact if anything, they study too much. The faculty is enthusiastic over the attitude of the students and as a result the quality of instruction and the personal relations between the faculty and the students are excellent. In the mid-term examinations, the percentage of failures was only 3.4. He said the students are older, are self-confident and cooperative.

The faculty are giving their best to the students. They have taken on the assignment at Devens even though it is temporary because they are eager to perform that kind of service. The teachers have shared with the Administration in the problems of preparing the college for the students. However, the faculty is facing a serious problem of meeting the cost of living, particularly those in the lower grades. Many of the men are married, have children, and have had heavy moving expenses. Many of the faculty have just been released from the Armed Forces and have had the expense of purchasing clothing. Dr. Hodnett asked the Trustees to give consideration to the adjustment of salaries.

He also raised question as to what the future holds for the students and staff at Fort Devens. He said that he agreed with President Baker in the transfer of the Agriculture and Engineering students. He said that Devens can handle to completion the Liberal Arts and Business

Administration students until 1951 when authorization for the operation of Devens expires.

Budget Commissioner Greenough raised question as to whether the Board of Trustees of Massachusetts State College at Fort Devens endorses the request of the Board of Trustees of Massachusetts State College for the construction of an Engineering Building. Is such a building necessary for completion of the Engineering program for the men now registered at Devens? After discussion, it was

Engineering Building

VOTED: That the Board of Trustees of Massachusetts State College at Fort Devens concurs in the request of the Board of Trustees of Massachusetts State College for an Engineering Building at Amherst as an essential in meeting the obligation of the Board to those students now registered in Engineering at Devens. The Board feels that such building at Amherst is the only practical means whereby the Engineering students at Devens can satisfactorily complete their program.

In answer to question from Dr. Ell, President Baker said that the College does not now grant Engineering degrees. It offers a general course in Engineering leading to the degree of Bachelor of Science. However, when a new building is added and course work strengthened, the Trustees have authorization to grant Engineering degrees.

In response to Dr. Hodnett's request as to what the future holds for the students at Devens and whether they may be assured of the opportunity to complete their program, it was

VOTED: That it is the intent of the Board of Trustees of Massachusetts State College at Fort Devens to make every effort to provide facilities so that students registered at Fort Devens may be allowed to complete their undergraduate studies either at Amherst or at Fort Devens or some other appropriate campus.

It was also

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MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

Curriculum

VOTED: To approve the attached curricula for the first two years at Fort Devens.

It was

Salaries - for faculty

VOTED: To request the Executive Committee to study faculty salaries at Fort Devens with a view to possible upward revision and to authorize the committee to add an item to the supplementary budget if the committee decides upon higher salary rates.

It was

VOTED: To appoint Robert J. Davis, Jr. as Professor of Physical Education, effective January 1, 1947.

It was

Federal Public Housing Authority

VOTED: To approve contract with the Federal Public Housing Authority for the use of land, buildings, and equipment for housing purposes at Fort Devens by Massachusetts State College at Fort Devens and to authorize the Assistant Treasurer of the Board to sign said contract in the name of and for the Board of Trustees.

It was

Vocational Rehabilitation Training

VOTED: To approve contract with the Veterans Administration for the vocational rehabilitation training of veterans under Public Law 16 at Fort Devens by Massachusetts State College at Fort Devens and to authorize the Assistant Treasurer of the Board to sign said contract in the name of and for the Board of Trustees.

Mr. Erickson explained that Daniel Sullivan, Senior Accountant had resigned and that Carl W. Strand was appointed to succeed him. On Dr. Hodnett's recommendation, it was

Strand, Carl W. bond for

VOTED: To require bond in the amount of $10,000 covering Carl W. Strand, Senior Accountant at Massachusetts State College at Fort Devens to permit his signing checks as alternate to Mr. Erickson.

It was

MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

VOTED: To authorize Carl W. Strand, Senior Accountant, Massachusetts State College at Fort Devens, to sign any and all checks required to be signed or endorsed in the name and behalf of Massachusetts State College at Fort Devens or the Board of Trustees of said Massachusetts State College at Fort Devens in order to deliver, withdraw from, and deposit to any accounts now existing or that exist in the future in the Union National Bank of Lowell. Such authorization is to become effective when Mr. Strand has been bonded.

It was

Tuition

VOTED: That the tuition rate for all students at Massachusetts State College at Fort Devens be set at $225 per semester.

Medical Service

Dr. Hodnett reported that it has been difficult for faculty families to receive medical attention located as they are one mile from the town of Ayer. He requested permission for college physicians to attend staff members and their families in cases of emergency. It was

VOTED: To empower the College Administration; namely, the President and the two Deans to authorize medical service to members of the college staff and their families by the college physicians in cases of emergency.

Chairman Bartlett recalled that the Trustees of Massachusetts State College had voted to request the Chairman to appoint a special committee to study facilities of the College at Amherst with a view to determining what additional facilities would be required so that the College might take transfers from Fort Devens at the end of their sophomore year. Mr. Bartlett announced appointment of the following:

Dr. James B. Conant, Chairman
Dr. Leonard Carmichael, co-chairman
Admiral Wat T. Cluverius
Dr. Carl S. Ell
Very Rev. William Healy, S.J.
Dr. Ralph A. Van Meter

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MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

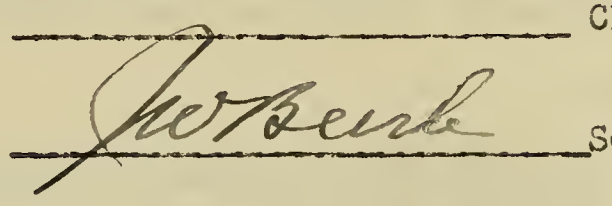
It was

By-Laws

VOTED: To adopt the following By-Laws of the Board of Trustees of Massachusetts State College at Fort Devens. (See attached)

The meeting was adjourned at 11:00 P.M.

_____ Chairman



J W Beck _____ Secretary

MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

PROPOSED CURRICULA
for
MASSACHUSETTS STATE COLLEGE AT FORT DEVENS

18 December 1946

Herewith submitted are recommended curricula to extend the program already approved by the Trustees for Massachusetts State College at Fort Devens. Acceptance of this recommendation would establish the curricula for the first two years.

a. Agriculture. Courses as listed in the Amherst catalogue for the first two semesters. Students are to transfer to Amherst for the balance of their specialized study.

b. Business Administration. Courses as listed in the Amherst catalogue except as required for the development of the complete major established by the Board of Trustees. It is specifically requested that courses be authorized in the following subjects:

Advanced Accounting (In preparation at Amherst).
World Resources.
Social Security.
International Trade Relations.
Social Psychology (In preparation at Amherst).

c. Engineering. Except as noted below, courses to be as listed in the Amherst catalogue, for the first four semesters. Thereafter, students transfer to Amherst for the balance of their specialized study.

The following exceptions are designed to meet the needs of especially qualified students whose records, previous training, and/or plans of study, make them qualified candidates for transfer to technical colleges:

Mathematics 3 - Algebra - Trigonometry. Refresher.

To carry 4 credit hours (4 class hours) instead of 3, as at present.

Mathematics 17 - Analytical Geometry and Calculus.

To carry 4 credit hours (4 class hours) instead of 3, as at present.

Physics 1a - 2a - To carry 5 credit hours.

Chemistry 1 - 2, a condensed refresher course of one semester, admitting students to Chemistry 25, Qualitative Analysis.

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MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

d. Liberal Arts. Courses to be as listed in the Amherst catalogue, except that it is requested that the following new courses be authorized:

Italian 1, 2 - Elementary
Italian 3, 4 - Intermediate

e. Science. Courses to be as listed in the Amherst catalogue, except advanced technical courses which can more advantageously be taught at Amherst.

MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

BY-LAWS

of the

Board of Trustees
of
Massachusetts State College at Fort Devens

Adopted 1946

Officers

Article 1. The officers of the Board of Trustees shall be President, Chairman, Secretary and Treasurer. The President of the Board shall be the Governor of the Commonwealth. The officers are charged with the duties and entitled to the rights and privileges defined by the laws of the Commonwealth of Massachusetts, and also the duties, rights, and privileges which belong by general consent and parliamentary custom to their respective offices, so far as consistent with said laws.

Meetings of the Board

Article 2. There shall be two stated meetings of the Trustees in each year. The first to be known as the annual meeting, at which officers shall be chosen and the annual report made, shall be held during the _____ week of _____ at _____ or at such place as the Trustees at any previous meeting may determine. The second meeting shall be held at Massachusetts State College at Devens at the call of the Chairman. The day and hour of each of these meetings shall be fixed by the Chairman of the Board.

Special meetings may be called at any time by the Chairman of the Board with the oral or written approval of a majority of the members of the Board or upon written request of the Governor or of any three Trustees or of the President of the College. Such request shall be made to the Secretary sho shall thereupon give written notice to each member of the Board at least seven days prior to the date set for the meeting, stating therein the object for which the meeting is called unless such notice shall be waived by all members of the Board.

Quorum

Article 3. At all meetings of the Board nine members must be present to constitute a quorum.

Trustee Committees

Article 4. (The Trustees shall elect) an Executive Committee of_____ members to act for the Board of Trustees in intervals between Board meetings. The Chairman of the Board of Trustees, the President of the College and the Vice-President of Massachusetts State College at Devens

shall be members ex-officio of the Executive Committee. Special committees may be appointed or chosen from time to time as the Trustees at any meeting may deem expedient. Minutes of all committee meetings shall be sent by the Secretary to all members of the Board as soon as possible after each meeting.

Meetings of Committees

Article 5. Committee meetings may be called by their respective chairmen or upon the request of two members made in writing to the Secretary. The Secretary shall issue the call not later than seven days prior to the date set for the meeting unless such notice shall be waived by all members of the committee.

Appropriations

Article 6. To provide for the financial support of the College by the Commonwealth, the Vice-President of Massachusetts State College at Devens shall prepare an annual budget in accordance with the requirements of the State Budget Commissioner. This budget shall be submitted to the Board of Trustees for approval. The method of submission to the Trustees and their procedure in handling the budget shall be as determined by the Board.

Appointments

Article 7. The Vice-President of Massachusetts State College at Fort Devens, the deans, the fiscal officer, heads of departments and professors shall be elected to their respective positions by the Board of Trustees. Members of the professional staff below the grade of professor may be engaged by the Vice-President of Massachusetts State College at Fort Devens within the limitations of the budget.

Other Provisions

Other provisions of the by-laws of the Board of Trustees of Massachusetts State College that may be applicable to conditions at the College at Fort Devens shall be considered as by-laws of the Board of Trustees of Massachusetts State College at Fort Devens.

Amendments

Article 8. The By-Laws may be changed or amended and additional By-Laws may be adopted at any meeting of the Board of Trustees due notice having been given in call of meeting.

MASSACHUSETTS STATE COLLEGE
at Fort Devens

EXCERPT OF
MINUTES OF JOINT MEETING OF BOARD OF TRUSTEES OF
MASSACHUSETTS STATE COLLEGE AND EXECUTIVE COMMITTEE
OF THE BOARD OF TRUSTEES OF MASSACHUSETTS STATE
COLLEGE AT FORT DEVENS

March 26, 1947, 6:30 P.M., Hotel Statler, Boston, Mass.

President Van Meter suggested that the Trustees reaffirm their position concerning Massachusetts State College at Fort Devens so that the policy of the Board would be as clear as possible to the students at Fort Devens, to newspapers, or other interested persons or organizations. Apparently there has been confusion at Fort Devens as a result of misunderstanding the attitude of the Trustees. He said that part of the confusion has resulted from poor liaison between Amherst and Devens and that this situation is being remedied, as the President and Vice President are planning to meet more frequently and deans of the two colleges are planning frequent meetings and will bring department heads together as necessary. He said that he and Dr. Hodnett were planning to work together in the matter of transfers. After discussion, the Board of Trustees of Massachusetts State College and the Executive Committee of the Board of Trustees of Massachusetts State College at Fort Devens

VOTED: To reaffirm policy of the Board to keep the College at Fort Devens open as long as needed to insure a four-year college course for every qualified veteran.

To reaffirm the policy of the Board to provide at the College at Fort Devens the freshman and sophomore years to all qualified veterans. Junior and senior years at Fort Devens will be approved only when it has been demonstrated that Massachusetts State College and/or other colleges cannot absorb all Devens students at the end of their sophomore year.

Devens

MASSACHUSETTS STATE COLLEGE
at Fort Devens

To authorize the President and Secretary to confer with the Chairman of the Committee on Education of the General Court to inform him that if in the wisdom of the Legislature it is desirable to extend the period during which qualified veterans may be allowed to enter at Fort Devens, the Trustees are agreeable that the date for enrollment be extended to October 1, 1949.

Dr. Van Meter read excerpt from letter from the Dean of Admissions at Boston University in which the Dean stated that students in good standing at Fort Devens at the end of their sophomore year may be accepted as transfers to Boston University with full credit for their first two years' work.

Vice President Hodnett submitted a report on the Devens budget for the year beginning July 1, 1947 as prepared by the Chief Fiscal Officer, report from Dean of the Faculty and report from Dean of Students (see attached), and the Board of Trustees of Massachusetts State College and the Executive Committee of the Board of Trustees of Massachusetts State College at Fort Devens

VOTED: To accept Dr. Hodnett's report and incorporate it into the records of the Board.

On the recommendation of Vice President Hodnett and President Van Meter, the Board of Trustees of Massachusetts State College and the Executive Committee of the Board of Trustees of Massachusetts State College at Fort Devens

Business Administration curriculum

VOTED: To approve a Business Administration curriculum for freshman and sophomore years as stated in the attached list.

On the recommendation of Vice President Hodnett and President Van Meter, it was

MASSACHUSETTS STATE COLLEGE
at Fort Devens

Terms of Employment at Devens

VOTED: To approve terms of employment for members of the professional staff of the College at Devens as stated in the attached memorandum.

On the recommendation of Vice President Hodnett, President Van Meter, and Treasurer Hawley, the Board of Trustees of Massachusetts State College and the Executive Committee of the Board of Trustees of Massachusetts State College at Fort Devens

Seal of the College

VOTED: To approve an official seal for Massachusetts State College at Fort Devens which will be the present official seal with the additional words "at Fort Devens" and to name the Assistant Treasurer of the Board of Trustees as custodian of the seal.

Those present at this meeting include:

Trustees Bartlett, Keleher, Cluverius, Desmond, Boyden, Hoftyzer, Taber, Frederick Cole, Hubbard, Whitmore, Saltonstall, Brett, Mrs. McNamara, Mrs. Leach, Acting President Van Meter, Vice President Hodnett, Chief Fiscal Officer Erickson, Treasurer Hawley, Secretary Burke

MASSACHUSETTS STATE COLLEGE

TRUSTEE

MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

MINUTES OF MEETING OF EXECUTIVE COMMITTEE OF THE BOARD OF TRUSTEES OF MASSACHUSETTS STATE COLLEGE AT FORT DEVENS

February 4, 1947, 11:00 A.M., Administration Building, Fort Devens, Massachusetts

Chairman Bartlett presiding

PRESENT: Trustees Bartlett, Boyden, Carmichael, Desmond, Keleher, Cluverius and Dean Van Meter, Vice President Hodnett, Dean Stokes, Dean Williams, Fiscal Officer Erickson, Secretary Burke

The following is the call for the meeting:

January 21, 1947

Executive Committee of the Board
of Trustees of Massachusetts State
College at Fort Devens

Call

At the request of the Chairman, a meeting of the Executive Committee of the Board of Trustees of Massachusetts State College at Fort Devens is hereby called to convene Tuesday, February 4, 1947, at 11:00 A.M. at Fort Devens in the Administration Building.

The purpose of this meeting will be to consider and act upon problems which have arisen since the last meeting of the Full Board and transact such other business as may be presented.

Sincerely,

/s/ James W. Burke
Secretary

It was

VOTED: To dispense with reading of the minutes of the last previous meeting.

Salary increases for Devens faculty

Dr. Boyden suggested that the main purpose of the meeting should be to consider requests of the Devens faculty for salary increases. He said that a committee of the faculty had called upon him at Deerfield to present their case, that he was much impressed by the attitude of the men and their need for a more adequate salary standard

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MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

The faculty committee was then invited to meet with the Trustees. This committee was composed of Messrs. Bacon, O'Shea, Moulton, Mulcareau, Kaplan. Professor Bacon, chairman of the committee, said that the committee was elected by the faculty to present their request for salary increases as expressed in recent faculty meetings.

Professor Bacon said that since 1940 there has been a 46% rise in cost of living. Salaries are such that faculty members are unable to meet living costs especially those in the lower grades. Savings have been used and in some cases their families are assisting them and in other cases they are having to borrow. He said that other veteran colleges; namely, those in Connecticut and New York, are paying members of the teaching staff more than the salaries at the regular state colleges of those states because of the temporary nature of the work.

The committee proposed a $1200 increase in annual salary of Instructors and Assistant Professors and a $1000 increase in the annual salary of Professors and Associate Professors. These requests are based on estimated annual deficiencies of $1240 for Instructors and $1125 for Assistant Professors.

The committee also requested a $600 bonus to cover additional expenses caused by setting up of new residences and increased cost of living. Expenses at Ayer are greater than anyone estimated. Further, the insecure tenure of the positions argues for greater income. Members of the committee pointed out that a majority of the teachers at Devens are veterans and have had the extra expense of buying clothing on leaving the service.

MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

Commissioner Desmond suggested that the Trustees consider the request for salary increases not just on the basis of meeting living costs of teachers but on the basis of paying professional men fair and adequate compensation for their services.

Chairman Bartlett called for questions from Trustees and also urged members of the faculty committee to speak fully. After members of the committee said that they had presented all the information which they desired to present, they retired from the room and the Trustees continued discussion of the request for salary increases.

The committee agreed that the problem facing Instructors at Devens is typical of the plight of "white collar" workers generally. The feeling was expressed that it would be unfair to make salary increases at Devens without making similar increases for teachers at Amherst.

Dr. Carmichael suggested that the Trustees explore the possibility of arranging sufficient pay for the summer session at Devens so that the annual salary of teachers would be increased. Dr. Hodnett said that about 25% of the students expect to take the summer session. The summer session is 12 weeks long and it is his present thought to employ one group of teachers for the first 6 weeks and another group for the second 6 weeks. On this basis 25% of the teachers would be employed in each of the 6 weeks so that a total of 50% of the teachers would receive 6 weeks employment. It has been agreed with the Commission on Administration and Finance that an individual teaching 6 weeks of the summer session will receive one-fourth of his annual salary.

Dr. Carmichael suggested that arrangement might be made with the Commission on Administration and Finance to guarantee 6 weeks summer employment to all members of the staff. He said it could be argued that

the college has a prior commitment to its teachers to provide summer work. Dr. Hodnett pointed out that because of the nature of the Devens College, members of the teaching staff are carrying on many additional duties other than classroom instruction. They are assisting the Administration, are working in the Library, and elsewhere. Such extra work might also aid in justifying the guarantee of summer pay. It was

VOTED: To authorize Dr. Hodnett to work out with the Commission on Administration & Finance a plan whereby all members of the Devens teaching staff could be guaranteed 6 weeks work in the summer at one-fourth of the annual salary.

Dean Williams proposed that beginning September 1, 1947, Instructors be granted three step-rate increases; that Assistant Professors be granted two step-rate increases; and that Associate Professors and Professors one step.

The committee took no action on the proposal at that time. Chairman Bartlett requested Dr. Hodnett to put this proposal or any other proposal that he favored in writing so that it might be considered by the Board of Trustees of Massachusetts State College at its annual meeting on Thursday, February 6.

On the recommendation of Dr. Hodnett, it was

VOTED: To approve appointment of Dr. Herbert G. Coar as Professor of Biology.

On the recommendation of Dr. Hodnett, it was

Naval Aviation College program - fees for students

VOTED: To approve contract with the Bureau of Naval Personnel for the payment of fees of students in the Naval Aviation College program who are otherwise qualified for admission to Massachusetts State College at Fort Devens and to authorize the Assistant Treasurer of the Board to sign said contract in the name of and for the Board of Trustees provided that the contract is approved by President Baker.

MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

Dr. Hodnett reported that the School Committee at Ayer has refused to accept sons and daughters of those on the campus at Devens as pupils in the Ayer public schools unless fees are paid varying from $68 to $91 per year. Attorney General Barnes has checked on authority of the school officials to make this ruling and apparently the ruling is valid. As this is an additional expense not contemplated by those at Devens, Dr. Hodnett requested that the State pay the tuition. He has talked the matter with Mr. Buckley and Mr. Greenough and believes that they approve. After discussion, it was

Children at Devens - tuition fees

VOTED: To approve payment of tuition fees for attendance at the Ayer public schools of children living at Massachusetts State College at Fort Devens.

The meeting was adjourned at 1:15 P.M.

L. Beech Secretary

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MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

MINUTES OF MEETING OF EXECUTIVE COMMITTEE OF BOARD OF TRUSTEES
OF THE UNIVERSITY OF MASSACHUSETTS AT FORT DEVENS

May 23, 1947, 1:15 P.M., Parker House, Boston

Trustee Bartlett presiding

PRESENT: Trustees Bartlett, Keleher, Hubbard, Desmond, Carmichael, Mrs. McNamara, President Baker, Vice President Hodnett, Dean Machmer, Chief Fiscal Officer Erickson, Secretary Burke

President Baker and Vice President Hodnett introduced for consideration of the Trustees a number of items requiring Trustee action and after explanation and discussion, it was

Terms of Employment

VOTED: To approve revised form of terms of employment for members of the professional staff of the University of Massachusetts at Fort Devens (see attached).

Devens Budget

To approve supplemental budget of $9,540 for the fiscal year beginning July 1, 1947 for the following two items:

a. New position of Assistant Treasurer $3,540.
b. Insurance on F.W.A. buildings and quartermaster equipment $6,000.

To approve request of the Budget Commissioner for change in wording of the appropriation setting up the budget item 3513-23 to include the following words: "and including certain tuition payments to the town of Ayer, if necessary."

To approve request of the Budget Commissioner for change in wording of the appropriation setting up budget item 3513-23 which now reads as follows: "provided that any revenue resulting from the activities herein authorized shall be credited to the Veterans' Services Fund," so that the athletic and activities fees and that portion of the cost of student supplies included in the $250 per student per semester received from the Veterans Administration might be set up as revolving funds and used to pay athletic and activities costs, except salaries, and student supply costs up to amounts received from the Veterans Administration.

MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

Vice President Hodnett said that there is a good chance that the Federal Works Agency would be willing to shift its appropriation for reconstruction of Boarding Hall from the building which burned to the basement of Worcester Hall. However, it would be necessary for the State to appropriate $15,000 for the purchase of equipment. After discussion, it was

VOTED: To recommend to the Commission on Administration and Finance the transfer of the Federal Works Agency Project from Building T-1875 to the Building P-113 and that, if necessary, an appropriation in the amount of $15,000 for the purchase of equipment be included in the supplementary budget request for the fiscal year 1948.

It was

VOTED: To approve medical practice by the resident physicians outside of their regular hours of duty at the University under rules and regulations adopted by the Vice President.

It was

VOTED: To approve the appointments of the following men as full professors, effective September 1, 1947:

Leonard Arnaud	Spanish
Arthur G. Hildreth	Physics
Ralph G. Lounsbury	History
Alvan S. Ryan	English

The meeting was adjourned at 2:30 P.M.

Secretary

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MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

UNIVERSITY OF MASSACHUSETTS

AT FORT DEVENS

MEMORANDUM OF PROFESSIONAL APPOINTMENT

to

INSTRUCTION STAFF

_____
(Date)

To:

Upon recommendation of the Committee on Appointments, I hereby appoint you to the position of_____ _____at a salary of*_____ per_____. This appointment is to become effective on_____, and will terminate on _____.

In accepting this appointment it will be understood that you agree to the Terms of Employment as stated on the reverse side.

The enclosed form should be completed and returned at once to indicate your acceptance of this appointment.

_____
Edward Hodnett
Vice President

*See Par. 5, Terms of Employment

MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

UNIVERSITY OF MASSACHUSETTS

AT FORT DEVENS

TERMS OF EMPLOYMENT

1. An appointment is authoritative only when confirmed in writing by the Vice President in charge of the University of Massachusetts at Fort Devens and upon receipt, in the office of the Vice President, of the letter of acceptance.

2. An appointment shall be in accordance with the terms specified in the letter of confirmation.

3. All appointments are temporary. However, appointments are subject to renewal so long as the University of Massachusetts at Fort Devens exists.

4. Except as noted in paragraph 6, below, faculty appointments are for one academic year (1 September to 31 August). In addition to their instructional assignments of the regular Fall and Winter Semesters, faculty members are subject to call for other normal academic duties at any time during the academic year at the discretion of the Vice President without additional pay.

5. The salary of faculty appointees shall be paid in twelve monthly installments during the academic year at the rate of one-twelfth of the annual salary per month. Payments shall be made on the first day of each month for the preceding month.

6. Special appointments are those applicable to Summer Semester, part-time or limited-term, or part-time limited-term appointees. Salary in such cases shall be paid at the rate specified in this memorandum and shall be paid on the first day of each month for the preceding month.

7. Certain appointments (as in the case of Deans, Heads of Divisions, the Supervisor of Records, the Librarian, and other) are made on the basis of service performed during the twelve months of the academic year. Salary in such cases shall be paid in twelve monthly installments on the first day of each month for the preceding month.

8. In accordance with section 31, of Chapter 29, of the General Laws, advances on account of salaries may be made under such regulations as the State Treasurer may prescribe, not exceeding the proportion of salary then due, nor oftener than once in seven days, nor after the twenty-fifth day of the month.

9. The appointee should report at the Vice President's Office and to the Dean of the Faculty when first reporting for duty. At this time the Vice President will sign the official notification to the Treasurer authorizing the name to be placed upon the salary roll. The date at which salary begins will coincide with the date of report to the Vice President unless otherwise specified in the appointing memorandum.

62

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MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

UNIVERSITY OF MASSACHUSETTS

Amherst, Massachusetts

August 6, 1947

Board of Trustees of
University of Massachusetts at Fort Devens

The following letter from Secretary Burke to the Executive Committee of the Board of Trustees of the University of Massachusetts at Fort Devens dated July 28, 1947 and the resultant mail ballot are hereby made part of the official records of the Board.

July 28, 1947

To Executive Committee
Board of Trustees
University of Massachusetts at Fort Devens

The College at Fort Devens has been using office and maintenance equipment owned by the Army with the understanding that a lease for its use would be executed in due time. It was expected that a 10 per cent rental would be charged. However, because of the fine efforts of Commissioner Buckley and Dr. Hodnett, the proposed rental has been reduced to 2½ per cent.

There will be a meeting soon of college authorities and representatives of the War Department to sign lease covering the past year. At this meeting Dr. Hodnett will need authority to sign the lease for the Board. To avoid calling a special meeting of the Executive Committee, Chairman Bartlett has suggested that members might be willing to act by mail ballot.

Would you please indicate on the attached ballot whether you approve authorizing such lease to be executed by Dr. Hodnett? For your further information, the ballot is attached.

Sincerely,

/s/ James W. Burke
Secretary

ORIGINAL

MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

Mail Ballot

July 28, 1947

Executive Committee, Board of Trustees
University of Massachusetts at Fort Devens

I vote to authorize Dr. Edward Hodnett, Vice President of the University of Massachusetts, to sign lease from the War Department for personal property (largely office and maintenance equipment) now being used by the College at Fort Devens.

W. T. Cluverius, Joseph W. Bartlett, William L. Keleher, John J. Desmond,Jr., Frank L. Boyden, Leonard Carmichael, John M. Deely.

James W. Burke
Secretary

MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

MINUTES OF MEETING OF EXECUTIVE COMMITTEE OF THE
BOARD OF TRUSTEES, UNIVERSITY OF MASSACHUSETTS AT FORT DEVENS

September 9, 1947, 11:00 A.M., Parker House, Boston

Chairman Bartlett presiding

PRESENT: Trustees Bartlett, Cluverius, Desmond, Keleher, President Van Meter, Vice President Hodnett, Dean Williams, Dean Stokes, Treasurer Hawley, Secretary Burke

Upon the recommendation of Vice President Hodnett and President Van Meter, it was

VOTED: To approve reclassification of the position of Librarian at Fort Devens to the pay range of Associate Professor ($4,380 to $5,100).

Librarian

Dr. Hodnett explained that the absence of Mr. Erickson, who is on sick leave, is making most difficult the fiscal operations at Fort Devens. He said that Mr. Erickson has had ten years of service at the college at Amherst and was granted leave of absence from Amherst until June 30, 1948 so that he could be Chief Fiscal Officer at Fort Devens. He has been out ill since June and there is no indication as to when or whether he will return. He is entitled to further sick leave with pay. After discussion, it was

G. E. Erickson

sick leave

VOTED: To fill Mr. Erickson's position as Chief Fiscal Officer through the appointment of Sumner K. Wiley, Regional Director of the Federal Public Housing Authority.

If Mr. Wiley's services cannot be obtained, it was

VOTED: To authorize Chairman Bartlett and Dr. VanMeter to act with Dr. Hodnett in the selection of another man to fill this post.

Dr. Hodnett stated that five temporary positions set up at Devens last year do not have provision for step-rate increases since the positions are not recognized in the State classification system. As a

Step-rate increases for 5 temporary positions

result, all others at Devens, except these five men, have received step-rate increases at the end of their first year of service. It was

VOTED: To approve the principle of step-rate increases for these five positions either by requesting the personnel office to fix ranges of pay to provide increases or by reallocating the men to recognized positions in the State classification system. The positions are:

Administrative Assistant, present encumbent Donald Shea, $4260.

Assistant to Property Procurement Officer, present encumbent Richard Silber, $2400.

Superintendent of Buildings & Grounds, present encumbent, George Whalen, $3600.

Plumbers Helpers, present encumbents Richard Waldwin and Joseph Brostek, $1860.

The committee devoted most of the meeting to consideration of the budget proposed by Dr. Hodnett and approved by Treasurer Hawley and President Van Meter for the operation of the Devens branch for the fiscal year beginning July 1, 1948. After discussion, it was

Budget

VOTED: To approve a budget of $1,471,465 for the University of Massachusetts at Fort Devens for the fiscal year beginning July 1, 1948.

It was

Room Rent

VOTED: To authorize a room rent charge of $35.00 per semester for each student.

It was

Rent Refund

VOTED: To authorize refunds of room rent paid in advance: (a) to a student withdrawing from college, the refund to be the total amount if the student withdraws within the first seven days of college, half the total amount if the student withdraws on or before mid-semester, but nothing in case of withdrawal after mid-semester; (b) on a pro rata basis to a student authorized to relinquish dormitory accommodations previously assigned.

It was

VOTED: To authorize the Vice President to impose a quarantine in case of contagious disease on the advice of the college physician, in conformity with the practices of surrounding communities and the regulations of the State Department of Health.

Quarantine in case of contagious diseases

It was

VOTED: To approve the appointment of Dr. Ralph Lounsbury as Professor of History and Head of the Division of Social Studies effective September 1, 1947.

Head of Division of Social Studies

It was

VOTED: To approve appointment of Dr. Henry A. Magno as Senior Physician with the rank of Professor effective July 1, 1947.

Senior Physician

It was

VOTED: To reaffirm approval of the position of Head of the Division of Activities and to approve appointment of John A. Jessup as Head of the Division when the position is re-established.

Head of Division of Activities

Dr. Hodnett explained that the Administration at Devens has been in consultation with the student body concerning arrangements for meal service during the college year about to open. It is the general desire of the students that the college provide for five-day meal tickets as well as seven-day meal tickets. Crotty Brothers have been consulted and have offered rates for each of the two types of tickets. After discussion, it was

Meals

VOTED: To approve the revised contract with Crotty Brothers, food concessionaire, for the period beginning September 15, 1947.

It was further

VOTED: Not to include utility rate charges for the boarding hall in the price of meal tickets so that these charges will not be borne by the students, provided this arrangement meets with the approval of the Commission on Administration and Finance; and to approve a rate for five-day meal tickets of $9.50 and for seven-day meal tickets of $13.50.

8RRJd

MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

The meeting was adjourned at 2:15 P.M.

James W. Burke
Secretary of the University

MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

UNIVERSITY OF MASSACHUSETTS
Amherst, Mass.

November 21, 1947

Board of Trustees of the
University of Massachusetts at Fort Devens

The following letter of November 14 from Secretary Burke to the Executive Committee of the Board of Trustees of the University of Massachusetts at Fort Devens and the resultant mail ballots are hereby made part of the official records of the Board.

November 14, 1947

To the Executive Committee of the Board of Trustees
University of Massachusetts at Fort Devens

I believe you know that Mr. Gunnar E. Erickson, Chief Fiscal Officer at Fort Devens, is currently on leave of absence because of health. The administration there has been unable to carry on without filling this position and have recently obtained the services of Mr. Edward W. Mahan.

In order that Mr. Mahan may sign schedules, checks, payrolls, etc., it is necessary that he be appointed Assistant Treasurer of the Board of Trustees and specifically authorized to approve expenditures from appropriations.

The Executive Committee approved similar actions concerning Mr. Erickson. Would you, therefore, be willing to vote by mail on these items as stated below.

Sincerely,

/s/ James W. Burke
Secretary of the University

MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

Mail Ballot

I vote to appoint Mr. Edward W. Mahan, Chief Fiscal Officer for the University at Devens, as Assistant Treasurer of the Board of Trustees.

I vote to authorize the Assistant Treasurer of the Board of Trustees, Edward W. Mahan, to approve expenditures from appropriations to the University at Fort Devens on behalf of the Board of Trustees and in accordance with the provisions of Section 5, Chapter 75 of the General Laws.

J. W. Bartlett
W. T. Cluverius
W. L. Keleher
John J. Desmond
Leonard Carmichael
Frank L. Boyden
R. A. Van Meter

James W. Burke
Secretary of the University

MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

Minutes of Meeting of Board of Trustees of the University of Massachusetts at Fort Devens

December 30, 1947, 6:30 P.M., Hotel Statler, Boston

Chairman Bartlett presiding

PRESENT: Trustees Bartlett, Boyden, Brett, Brown, Carmichael, Cole, Deely, Desmond, Hoftyzer, Hubbard, Leach, McNamara, Taber, Whitmore, Compton, Ell, Marsh, Acting President Van Meter, Vice President Hodnett, Dean Machmer, Professor Marston, Treasurer Hawley, Secretary Burke

It was

VOTED: To dispense with reading of the call and with reading of the minutes of the last meeting.

Dr. Van Meter said that the Trustees should feel proud of the fact that Devens has met the need for which it was established. All qualified Massachusetts veterans have had the opportunity to enter college. The enrollment at Devens is now at its peak. The problem of organization is done. From now on this problem is changing to one of gradual dissolving of the temporary branch of the University and in this the University administration will need the constant help of the Board of Trustees.

Dr. Hodnett gave a progress report on Devens. He mentioned, as evidence that Devens has about reached the final stages in the development of its facilities, that the Library has expanded, long awaited lounge furniture and classroom arm chairs have arrived, a psychological testing laboratory has been equipped, and the new dining hall and kitchen in Worcester Hall will be ready in about a week.

Dr. Hodnett announced that, in answer to the Governor's request for a ten per cent saving in all State departments this year, he had reported an estimate of a gross saving of $293,694.28 and a net saving of $206,242.28, almost precisely ten per cent of the current appropriation. From the gross saving of fourteen per cent, he has had to subtract salary increases and in-

creases in personnel made mandatory by the forty-hour law, both of which were voted by the General Court without an appropriation for Devens. Dr. Hodnett pointed out that an amount of $129,189.28 in the gross saving represents over-all economies quite separate from savings in faculty positions cancelled because of an enrollment lower than that estimated.

The predicted registration for Devens in February is 181 new freshmen and 1381 old students -- total 1562. The distribution is expected to be Agriculture 31; Horticulture 51; Engineering 580; Liberal Arts: (a) Business Administration 290, (b) Others 285, Total 575; Science 293; Physical Education 32. The enrollment at Devens for September, 1948, at present is estimated at 1000.

In reporting on the transfer situation, Dr. Hodnett gave as the latest estimate of Professor Perkins, Head of the Division of Records and Guidance: February -- 260 students to the University of Massachusetts, Amherst, and 50 to other institutions, (total 310); September 1948 about 600 to Amherst and about 130 to other institutions (total 730).

Replies to a questionnaire sent to former Devens students now registered at other institutions indicate that the instruction received at Devens was satisfactory. Former students particularly praised the friendliness and helpfulness of the Devens faculty. On the basis of national standings, it appears that the performance of 1384 Devens students on the American Council on Education Psychological Examination (1946 college edition) places Devens about twentieth from the top in the total grouping of 354 colleges. Dr. Hodnett suggested that this excellent showing was a tribute to the care with which the Devens students were selected by Dean Machmer and Mr. Lanphear at Amherst and an assurance that academic standards were in no way being jeopardized.

MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

Dr. Hodnett also reported briefly on the efforts being made to make contacts and arrangements for future placement of the Devens faculty. The records of all faculty and administrative staff men are available. In an effort to keep a satisfactory faculty at Devens until it closes, it is hoped to earmark as many as possible of the faculty, who are not leaving at the end of this academic year, for placement at the end of the academic year 1948-49, as well as those who are leaving at the end of this academic year.

Dr. Hodnett said that the legality of mail ballots has been questioned by the Attorney General's Office. He requested confirming vote of the Board on an action taken by mail ballot by the Executive Committee on November 27, 1947, and it was

VOTED: To approve adjustment of contract with Crotty Brothers for feeding students at Massachusetts State College at Fort Devens to permit taking of cost of labor od dining hall employees of concessionaire during all vacation periods during the academic year (said cost to be agreed upon in advance by both parties) out of the 50 cents per week per student charge set up in the contract to cover rental of premises; the net amount only to be considered as income.

It was

VOTED: To authorize Chairman Bartlett, Dr. Van Meter, and Dr. Hodnett to appoint a new Senior Physician to succeed Dr. Henry A. Magno.

It was

VOTED: To authorize the Vice President to make arrangements for local concessions such as barber shop, shoe repair shop, and other services required on the campus at Devens. Concessions are to be let after consultation with the Treasurer of the University.

Secretary Burke spoke on the personnel outlook as it affects the ability of the University at Amherst to handle transfers from Devens.

RECEIVED

MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

Before the war, the University had 135 teachers of the grade of Instructor and up. There are now 210 teachers at Amherst and this winter's budget calls for an additional 50. The teacher-student ratio is 12-13 to 1.

The Secretary complimented Dr. Hodnett and his associates at Devens for bringing together a teaching staff on short notice and for holding the staff together despite the temporary nature of the teaching positions. He spoke also of the cooperative efforts of a committee of the Devens faculty and a committee of the faculty of the University at Amherst who cooperated with the Trustees in obtaining higher salaries for teachers. The new salaries which went into effect July 1, 1947 are as follows compared with salaries as of June 30.

	Old		New	
	Minimum	Maximum	Minimum	Maximum
Instructor, Research Assistant	2,220	2,700	2,760	3,300
Assistant Professor, Assistant Extension Professor, Assistant Research Professor	2,820	3,900	3,360	4,320
Associate Professor	3,960	4,200	4,380	5,100
Professor, Research Professor, Extension Professor	4,080	4,800	5,100	6,300
Head of Department	4,380	5,100	5,400	6,600

Secretary Burke said that the Administration at Amherst is cooperating with Dr. Hodnett and his associates in giving first preference to men now teaching at Devens in filling vacancies at Amherst.

MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

Dean Machmer reported on enrollment, transfers, and academic progress. (See attached report). He said that the building program at Amherst has been slower than anticipated and urged the cooperation of presidents of other Massachusetts colleges in taking as many transfers from Devens as possible.

Professor Marston reported on the Engineering program at Amherst . (See attached report). Dr. Compton asked whether the University has requested inspection of its Engineering program and facilities by the accrediting authorities. Professor Marston said no - that it was not planned to request inspection for accrediting until the new laboratory is completed.

Treasurer Hawley spoke on progress of the building program at the University. He said that delays have been inevitable, that the Trustees and the University administration have done everything possible to keep the new buildings moving but that shortages of materials, shortage of skilled labor, and other difficulties have prevented rapid progress. None the less, the University will be ready in so far as buildings are concerned to take the Devens transfers as scheduled provided the Legislature continues its support this winter. (See attached report).

Chairman Bartlett said that the Trustees have begun well the responsibility of providing for the education of Massachusetts veterans by giving the first two years of work at Devens and by arranging for transfers to Amherst and other colleges for the junior and senior years. He called for comments from the presidents of Massachusetts colleges represented on the enlarged Board. On motion from Dr. Marsh which was duly seconded, it was unanimously

VOTED: To reaffirm the policy of the Board to provide at the Fort Devens branch of the University of Massachusetts freshman and sophomore courses for all qualified veterans who apply until the number of students there dwindles to the point where they may be absorbed at other colleges in the Commonwealth;

To reaffirm the policy of providing for transfer to the University of Massachusetts and/or other colleges at the end of the sophomore year in the belief that veterans should be allowed to persue their junior and senior years of specialized study at long established colleges of recognized standing.

Dr. Marsh said that he was sure he spoke for other members of the Board in saying that the evening's program had been the most enlightening, that he was encouraged by the job that is being done and by the good prospects for completing the task of the Board in creditable manner. He urged that the Trustees support President Van Meter in requesting help from the Legislature in developing the University at Amherst for the task that still lies ahead.

Dr. Compton said that he would be glad to appear before the Legislature in favor of the Engineering Building at Amherst. He said that Massachusetts needs to develop Engineering at its University.

On motion of Commissioner Desmond and duly seconded, it was

VOTED: That the Board of Trustees of the University of Massachusetts at Fort Devens considers the need for an Engineering Building on the campus at Amherst as critical for the completion of the educational program of Engineering students now registered at Amherst and at Fort Devens and recommends that the Legislature appropriate funds for this building as requested in the University budget.

The meeting was adjourned at 9:10 P.M.

_____ Chairman

Jno Burke Secretary

Report by William L. Machmer, Dean, University of Massachusetts

UNIVERSITY OF MASSACHUSETTS
Devens Report

"THE REASON FOR THE FOUNDING OF DEVENS"

The conditions:

1. Veterans of the Commonwealth who could not be admitted to established colleges because they were full.

2. Veterans qualified to profit by a college experience on the basis of educational standards in effect at the University.

3. To complete curricula of the first two years during which time the State was to provide adequate facilities at Amherst to enable the University there to accept such recommended students who could not transfer elsewhere in order to complete their course and qualify for a degree.

4. There was to be an accelerated program.

The Admission Problem:

Selecting veterans presented new and difficult problems. In all cases their secondary school work had been completed from two to four years earlier. Many had programs in general or commercial courses, never intending to go to college. Others had scholastic records far too low to warrant college admission. They reflected the abnormal conditions of the time when every able bodied youth was destined to enter some form of Military Service.

The number of names given us was 3,000. Of this number, 2,000 finally applied for September admission. Of this number 915 were accepted on the strength of their secondary school record. 1,250 applied for the privilege of taking entrance examinations. These were given in two subjects only, Algebra and English at two centers. An aptitude test was also required. Of these 546 qualified.

The total accepted on certificate and by examination was 1,461 of whom 1,312 registered.

In January 179 + 306 = 485 were accepted and 398 registered. In June 71 + 116 = 187 were accepted and 135 registered; and in September 215 + 270 = 485 were accepted and 475 registered. The total registered to date is 2,320.

In view of the placement requirements for majors in Agriculture and the lack of adequate facilities for specialized courses in Agriculture and Horticulture, and the fact that all such students would eventually have to transfer to Amherst, it was decided to move agricultural students to Amherst at the end of one year. 132 registered at Amherst this fall, which brought the total enrollment at Amherst to 1,787 degree students.

The total enrollment reported at Devens this September was 1,764. These were distributed among the different majors as follows

UNIVERSITY OF MASSACHUSETTS
AT FORT DEVENS

October 10, 1947

DISTRIBUTION BY MAJORS

MAJORS	SEMESTERS COMPLETED				
	0	1	2	3	TOTALS
AGRICULTURE:					
Animal Husbandry	15	2			17
Farm Crops Management	3				3
Dairy	2				2
Poultry	2	1			3
General	1	5	4		10
Vet. Science		1			1
Agronomy		1			1
Totals	23	10	4	0	37
HORTICULTURE:					
Forestry	17	7	3		27
Landscape Architecture	3		1		4
Wildlife Management	5	1			6
Floriculture	2				2
Food Technology	1	3			4
Olericulture	1				1
Totals	29	11	4	0	44
ENGINEERING:					
Agricultural	1		1		2
Chemical	29	4	20	10	63
Civil	46	11	45	25	127
Electrical	57	28	85	43	214
Mechanical	56	19	94	37	206
Light Building	5			1	6
Undecided	12	2	5	1	20
General	5	3	6	2	16
Industrial	2		5	4	11
Aeronautical	1		4	1	6
Architectural	1	1	3	1	6
Metallurgy			4		4
Totals	215	68	273	125	681
LIBERAL ARTS:					
Business Administration	62	35	165	59	321

MAJORS	SEMESTERS COMPLETED				
	0	1	2	3	TOTALS
LIBERAL ARTS (continued):					
Undecided	17	11	33		61
Economics	12	6	18	10	46
English	8	7	50	19	94
History	6	4	20	8	38
Sociology	3	1	1	4	9
Psychology	2		7	10	19
Political Science	6	1	3		10
Literature	1	1			2
Education	3	1	4		8
Pre Law	1		4		5
Government		1	3	6	10
Languages		3	5		8
French	1		3	3	7
German		1	1		2
Spanish	1	1	1	2	5
Fine Arts	1				1
Totals	63	38	163	62	325
SCIENCE:					
Pre Medical	29	9	48	20	106
Pre Dental	13	4	30	5	52
Pre Veterinary	7	2	14	1	24
Bacteriology	3	2	3	1	9
Botany	1	2	3		6
Chemistry	27	7	28	13	55
Mathematics	2	5	16	4	27
Physics	7	3	7	9	26
Geology		1			1
Entomology		1			1
Zoology	1	1	2	2	6
Undecided	2	2	2		6
Optometry	1	1			2
Totals	83	40	148	55	326
PHYSICAL EDUCATION	12	4	11	2	29
GRAND TOTALS.....	487	206	768	303	1,764

Curriculum

The curricula and courses offered at Devens were essentially the same as those available at Amherst. Several additional courses in English and Chemistry, Mathematics and Music were approved to make it possible to arrange a more satisfactory curriculum for students who entered with some advanced credit, or who wished to transfer to a dental or business administration school.

To effect the transfer of students more readily, and to help in making out satisfactory schedules, our department heads went to Devens and registered each prospective transfer individually during the last four weeks.

Certain first semester courses will have to be given at Amherst this coming semester, and in certain courses, extra sections must be provided.

Classrooms and laboratories will be adequate for the transferm who are due to arrive at the beginning of the second semester (Feb. 1948).

But our building program is lagging behind to such an extent that we see major difficulties in September 1948 when 690 students are ready to leave Devens. But the problem can be handled (1) Some of these will decide to drop out, (2) a considerable number should be able to transfer to some other New England College, especially to those whose Presidents are members of this augmented Board of Trustees. The greatest relief will come if you accept a married veteran.

Our limiting factors are housing and feeding.

Recapitulation - Fort Devens Admissions Figure

	No. accepted without exams	No. accepted by exams	No. who took exams	No. actually registered
Oct.	915	546	1250	1312
Feb. 1947	179	306	646	398
June, 1947	71	116	217	135
Sept. 1947	215	270	558	475

At the present time, the following figures hold for the term beginning in February 1948.

Number accepted without exams	Number signed up for exams
29	232

UNIVERSITY OF MASSACHUSETTS
AT AMHERST
The School of Engineering

Statement of Acting Dean George A. Marston
before the
Board of Trustees of the University of Massachusetts at Fort Devens
Hotel Statler, December 30, 1947, 6:30 P.M.

MR. CHAIRMAN AND DISTINGUISHED MEMBERS OF THE BOARD OF TRUSTEES:

I have been asked to make a brief statement concerning the School of Engineering at the University of Massachusetts at Amherst. As this is my favorite topic right now, it will probably be better if I follow the script rather closely!

First, it may be well to outline the history of the development of engineering on the Amherst campus.

History

We find in the 1867 bulletin of the College a curriculum which included drawing in the freshman year, surveying in the second year and engineering and hydrostatics in the junior year. Some of the early graduates of the College were listed as Civil Engineers.

Between 1895 and 1897, Leonard Metcalf was a professor at the College and it was he who later came to Boston and organized the consulting firm of Metcalf and Eddy. He was followed by Professor J. E. Ostrander, a civil engineer, who was widely known in engineering educational circles.

In 1914, a Department of Agricultural Engineering was established, with Professor C. I. Gunness as head of the department. In 1938, this department was combined with the Civil Engineering work, then given in the Mathematics Department, to form a Department of General Engineering. In 1946, this was separated into Civil Engineering and Agricultural Engineering. As of September 1 of this year, with the establishment of the School of Engineering, we now have four departments, namely: Agricultural, Civil, Electrical and Mechanical Engineering. None of these is as yet accredited by the Engineers' Council for Professional Development. Through the years many students have transferred to other engineering schools after two or three years with us, with full credit for the work taken on our campus. Since 1933, four have gone to the Thayer School of Civil Engineering at Dartmouth, several to M.I.T. - the other Land-grant college in Massachusetts - and since the war six have completed their work at the Worcester Polytechnic Institute.

It is interesting to note that in the four years, 1940 through 1943, we had 25 General Engineering graduates, of whom 16 are still in professional engineering work. Of course, we (like most schools) number at least one truck driver among our graduates but we also have an alumnus who is General Superintendent of Projects

in the New York area for the Raymond Concrete Pile Company. Others hold responsible engineering positions with Westinghouse, Raytheon, the Federal Government and some even teach in colleges!

Present Status

Staff. The standing of any school is very largely determined by the qualifications and ability of its staff. As many of you realize, it is not easy to attract good men into educational work, where salaries are generally lower than they are in industry. This is particularly true of engineers in these times. Nevertheless, by contacting over 140 likely prospects we have added eight new men to our staff, thus bringing our professional teaching staff in the four departments up to sixteen. Three more will probably be added within the next month.

These men are, of course, educated as engineers and in all cases have had industrial experience. With one exception they have also had previous college teaching experience but came to us from industry. We find that we can attract good men, for although our salary scale is not high, we are located in a small New England community which for some is a desirable environment. All of our new staff are under 42 years of age, which I believe is significant. Furthermore, we have no inbreeding, even though one of our own recent graduates is an Assistant Professor of Hydraulic Engineering at another Land-grant university.

Buildings and Equipment. We have had an Engineering Shop building of about 16,000 square feet floor area for many years. This is largely used by our Stockbridge School students but our engineers obtain their machine shop and woodworking courses in that building. The Engineering Annex is about completed and besides increasing our Chemistry Laboratory facilities does give us four classrooms, two drafting rooms, an electrical machinery laboratory and a room that will be used for materials testing. This is a war surplus two-story wooden building but it will give us some much needed space.

The Engineering Laboratories Building, for which the last legislature provided $275,000, has been in the hands of Mr. Appleton, our Architect, for several months and, with the blessing of the Massachusetts Building Commission, will be out for bids February 1. The Architect has assured me that this one-story building can be ready September 1, 1948 even at the present rate of construction! It will provide about 21,000 square feet and include instructional laboratories in Materials Testing, Internal Combustion Engines, Refrigeration, Hydraulics, Ventilation and Air Conditioning, Electrical Machinery and Communications; and two classrooms and some office space. It must be ready for classes next fall if we are to properly handle the engineering students.

Considerable equipment has been obtained from war surplus but, as most of you know, it is spotty. Some items are available in tremendous quantities while others are non-existent. For example, we could probably supply the entire state with certain sizes of drills and milling cutters but we could use some metallurgical microscopes or electric motors. I do not feel that we can be classified with some schools for whom the war was obviously created but we have benefited to a considerable extent. We will have some equipment for the new building but we must purchase or otherwise acquire a good share of it.

Students. There are 120 engineering students on our own campus. Excluding the Chemical Engineers, there were 618 engineers at Devens as of October, 1947. We recently registered 95 of these at Devens for transfer to us in February. We have the staff and facilities to handle this group by scheduling our work very closely. Our most critical situation is in our electrical machinery laboratory but we can get by this semester.

About 250 engineers will transfer to us in September, 1948 and if our Engineering Laboratories Building is ready by then, as we fully expect it to be, we can properly handle our first and second semester Junior work and the smaller groups of our own students in the Senior courses. However, we are very short of classrooms on our campus and some of our laboratory work will require evening sections. Another smaller group will arrive in February, 1949, etc., until the Devens program is completed.

Future Needs

It now appears that during the first semester of the 1949-50 school year we will reach our present peak enrollment of about 780 in the School of Engineering. To handle this we must have what we will call the "Main Engineering Building". This must include 11 classrooms, 3 drafting rooms, 6 or 8 small laboratories, a library and adequate office space. The University budget for this coming year includes this item as well as additional staff positions to handle these students.

The peak load in the so-called "veterans' bulge" in education will be handled on our campus by scheduling all available facilities to their maximum capacity. We will certainly have to hold many evening classes, and probably Saturdays will not be even a half holiday as at present. However, we expect that; and the facilities we are asking for will allow us to get by this peak and yet offer a good educational program. I am confident that that is what you want and expect us to provide for the Devens students on the Amherst campus.

December 30, 1947

Report by Robert D. Hawley, Treasurer, University of Massachusetts

UNIVERSITY OF MASSACHUSETTS

BUILDINGS CONSTRUCTED AT UNIVERSITY IN LAST TWENTY YEARS 1927-1947

Year		Cost State	Federal	Private
1929	Food Technology Laboratory	$ 70,000	$	$
1931	Physical Education Building	172,500		115,000
1933-36	4-H Club Houses			8,900
1935	Thatcher Dormitory	116,370	77,580	
1935	Goodell Library	143,100	95,400	
1940	Lewis Dormitory			177,000
1941	Butterfield Dormitory			232,600
1946	18 Temporary Dormitories and apartment Buildings (FPHA)	40,000	200,000 (est.)	
1947	Chadbourne & Greenough Dorms			550,000
1947	4 Wooden Classroom, Laboratory and Boarding Hall Annex Buildings	25,000	400,000 (est.)	
	Totals	$566,970	$772,980	$1,083,500

Buildings Authorized for 1947-48

	Funds Authorized	
Home Economics	$643,750	
3 Cement Block Dormitories	550,000	
Engineering Shop	275,000	
Physics Laboratory	450,000	
Animal Disease Control Laboratory	475,000	
Waltham Field Station Building	275,000	
Fifth Alumni Dormitory		$400,000
Totals	$2,668,750	$400,000

UNIVERSITY OF MASSACHUSETTS

BUILDINGS REQUESTED IN 1948-49 BUDGET
(First Priority)

2 Dormitories	$ 350,000
Engineering Building	1,136,000
Power Plant and Utility Service Lines	1,170,000
Boarding Hall Commons	750,000
Reconstruction of Cavalry Stable for Mechanized ROTC	40,000
Total	$3,446,000

Summary of Buildings Inventory and Needs

A.	Completed	
	73 Buildings	$4,260,514
	(Does not include 50 miscellaneous farm buildings)	
B.	In process of construction	1,593,750
	Home Economics 3 Cement Block Dorms Fifth Alumni Dorm	
C.	In planning process	1,475,000
	Physics Laboratory Engineering Shop Animal Disease Control Laboratory Waltham Field Station Building	
D.	Budget Request for 1948-49	3,446,000
	Five projects as listed above	

November, 1947

UNIVERSITY OF MASSACHUSETTS AT AMHERST

HOUSING AND BOARDING OF STUDENTS

		Sept. '47	Feb. '48	Sept. '48	Feb. '49	Sept. '49	Feb. '50	Sept. '50
I.	Student Enrollment							
1.	Regular Enrollment	2,277	2,200	2,220	2,200	2,220	2,200	2,220
2.	Transfer from Devens	130	380	1,070	1,280	1,360	1,180	980*
3.	Total	2,407	2,580	3,290	3,480	3,580	3,380	3,200
II.	Housing of Students							
4.	Campus Dorms - normal	860	860	860	860	860	860	860
5.	Added by crowding	250	250	400	280	380	180	---
6.	Temporary Federal housing	340	340	340	340	340	340	340
7.	Off Campus	957	980	990	1,000	1,000	1,000	1,000
	New Construction Authorized:							
8.	3 Cement-Block Dorms.		150	350	350	350	350	350
9.	1 Alumni Dorm			150	150	150	150	150
	New Construction Requested:							
10.	2 Cement-Block Dorms			200	200	200	200	200
11.	2 Alumni Dorms				300	300	300	300
12.	Total Housing	2,407	2,580	3,290	3,480	3,580	3,380	3,200
13.	Normal Permanent Capacity on Campus	860	1,010	1,560	1,860	1,860	1,860	1,860
III.	Boarding Facilities							
	Present Boarding Halls							
14.	Normal Capacity	900	900	900	900	900	900	900
15.	Added by Crowding	300	173			200		
	Addition under Construction							
16.	Federal Works - Draper Annex		300	300	300	300	300	300
17.	New Boarding Hall Requested			1,000	1,000	1,000	1,000	1,000
18.	Total Campus Boarders	1,200	1,373	2,200	2,200	2,400	2,200	2,200
19.	Total Normal Boarding Capacity	900	1,200	2,200	2,200	2,200	2,200	2,200

*Last increment from Devens

MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

Minutes of Meeting of Board of Trustees of
University of Massachusetts at Fort Devens

April 29, 1948, 6:30 P.M., Parker House, Boston

Chairman Bartlett presiding

PRESENT: Trustees Bartlett, Boyden, Brett, Brown, Carmichael, Chandler, Haigis, Hoftyzer, Hubbard, Mrs. Leach, Mrs. McNamara, Taber, Saltonstall, Whitmore, Keleher, Cluverius, President Van Meter, Treasurer Hawley, Vice President Hodnett, Dean Williams, Secretary Burke

It was

VOTED: To dispense with reading of the call and with reading of the minutes of the last meeting.

Dr. Van Meter said that latest plans are to complete the work at Devens by June 30, 1949. After that time it is felt that student numbers will decline to the point where it will not be sound educationally or economically to continue the branch at Fort Devens. This has been agreed by the Devens administration and the administration at Amherst unless unforeseen contingencies develop. He pointed out that closing Devens at that time will throw additiona load upon the University at Amherst and that rapid completion of the building program is essential.

Dr. Van Meter distributed copies of the attached table indicating the flow of students expected from Devens to Amherst and plans for completion of dormitory units to take care of housing of the students.

Dr. Hodnett reported on the current status of the program at Devens. There are 1454 students enrolled this spring. There will be about 900 in the fall of 1948 and 600 left in the spring of 1949.

MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

The faculty at present numbers 123 teachers, about 50 having been released in the fall of 1947. He reported on the method of selecting the faculty to be released and those to be retained and said that there were no complaints of unfair treatment at the time the group was released in the fall. Student morale is good.

Some buildings which were not converted for classroom use have been returned to the Army. The new Boarding Hall has proved to be a great improvement over the old one.

Dr. Hodnett pointed out that a number of leases and contracts which were entered into by the Board for the period ending June 30, 1948 will need to be renewed for another year. After discussion, it was

Public Housing Authority

VOTED: To approve a contract with the Public Housing Authority for the use of land, buildings, and equipment for housing purposes at Fort Devens by the University of Massachusetts at Fort Devens and to authorize the Assistant Treasurer of the Board to sign said contract in the name of and for the Board of Trustees.

It was

Vocational Rehabilitation Training

VOTED: To approve a contract with the Veterans Administration for the vocational rehabilitation training of veterans under Public Law 16 at Fort Devens by the University of Massachusetts at Fort Devens and to authorize the Assistant Treasurer of the Board to sign a contract in the name of and for the Board of Trustees.

It was

Leasing of Grounds and Buildings

VOTED: To authorize Dr. Edward Hodnett, Vice President of the University of Massachusetts, to sign a lease from the War Department for personal property now being used by the College at Fort Devens.

Dr. Hodnett reported that three students have requested permission to continue at Devens after their entitlements under

MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

Public Law 346 have expired. Dr. Hodnett felt that these students should not be allowed to continue at Devens but should transfer to Amherst at that time. After discussion, it was

Public Law 346

VOTED: To approve policy of not permitting students to continue at Devens after expiration of their entitlements under Public Law 346 but with the understanding that these students may continue their college work at the University of Massachusetts at Amherst if they so desire.

The meeting was adjourned at 8:30 P.M.

_____Chairman

_____Secretary

80

MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

BRITTON

April 1948

UNIVERSITY OF MASSACHUSETTS AT AMHERST

ESTIMATED SURVEY OF ENROLLMENT AND HOUSING
(Revised April, 1948)

I. Student Enrollment	Sept. 1947	Feb. 1948	Sept. 1948	Feb. 1949	Sept. 1949	Feb. 1950	Sept. 1950
1. Normal Enrollment	2,277	2,200	2,220	2,200	2,220	2,200	2,220
2. Transfers from Devens	130	380	1,070	1,280	1,660	1,480	1,280
3. Total	2,407	2,580	3,290	3,480	3,880	3,680	3,500
II. Housing of Students							
4. Campus dorms (in use currently)	860	860	860	860	860	860	860
5. Added by overcrowding (a flexible expedient)	250	250	300	280	440	340	160
6. Temporary Federal Housing	340	340	340	340	340	340	340
7. Off-campus, commuters, sororities, fraternities, etc.	957	1,130	1,090	760	1,000	900	900
New Construction							
8. Three cement block dorms			350	350	350	350	350
9. Self-liquidating dorm (Behind Fernald Hall)			150	150	150	150	150
10. Two cement block dorms (Recently authorized)			200	200	200	200	200
11. Three alumni self-liquidating dorms recently authorized (normal capacity)				540	540	540	540

MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

MINUTES OF MEETING OF EXECUTIVE COMMITTEE OF THE
UNIVERSITY OF MASSACHUSETTS AT FORT DEVENS

August 18, 1948, 11:00 A.M., Mr. Bartlett's Office, Boston

PRESENT: Chairman Bartlett, President Cluverius, President Keleher, President Van Meter, and Commissioner Desmond. There were also present Mr. Brett, Dean Williams, and Treasurer Hawley

The resignation of Dr. Hodnett as Vice President was received. Dr. Hodnett explained that he has accepted the position of President of Fenn College and expects to take up active duties there September 1, 1948. Therefore, it was

Hodnett, Edward - resignation

VOTED: To accept the resignation of Dr. Hodnett, effective August 31, 1948.

Upon the recommendation of President Van Meter, it was

Williams, Wentworth - Vice President

VOTED: To appoint Dean Wentworth Williams as Vice President to succeed Dr. Hodnett at a salary of $7,500.

Upon the recommendation of President Van Meter and Dean Williams, it was

Stokes, Joseph M. - Dean of the College

VOTED: To appoint Dean Stokes Dean of the College at Fort Devens, with the understanding that the position will include the duties formerly ascribed to the Dean of the Faculty and the Dean of the Students and there be one increment of increase in the salary of this position above the regular rate, which Dean Stokes would otherwise receive.

Consideration was given to the method of installation of Dr. Williams in his new office and it was

Inauguration

VOTED: To authorize the administration at Fort Devens to carry out an appropriate Inauguration ceremony.

The meeting was adjourned at 12:00 noon.

Robert D. Steele Secretary pro tem

82

MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

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UNIVERSITY OF MASSACHUSETTS AT FORT DEVENS

Office of the Vice President

19 January 1949

The Trustees of the University
of Massachusetts At Fort Devens

Gentlemen:

I have the honor to present to you the annual report of the University of Massachusetts At Fort Devens for the calendar year 1948. During that year we completed the physical plant originally projected in 1946, acquired adequate supplies and equipment, reached our peak enrollment, and employed our largest staffs in all areas of activity - Instruction, Operation, and Maintenance. The pages which follow tell all too briefly of growth and improvement, and of efficiency and economy in operations. For those of us who came early to the staff, it is a heartening story and cause for satisfaction.

However, this is not a one-man venture any more than it is the achievement of a select few. Behind us and always ready to help have stood the authorities at Amherst and officials of the Commonwealth at the State House. Without their support this venture would have been impossible. But over and beyond all this, woven into the factual materials of this report and implicit in every line, there run the warp and woof of a fabric made of the unstinted loyalty, devotion, and boundless service of all members of the college community - students, employees, faculty - the priceless ingredient of a venture such as this. Without it we would indeed be what a national periodical so ineptly and inaccurately called us - "a makeshift college." With it we have become a college in the finest sense, for not only do we educate in terms of texts and course, but also in terms of developing a sense of personal responsibility for active and constructive living and leadership in the democracy which these young men have so recently fought to preserve. I am proud to have been a part of and to have served the community that has made this achievement possible.

Respectfully submitted,

Wentworth Williams
Vice President

UNIVERSITY OF MASSACHUSETTS AT FORT DEVENS

Annual Report to the Trustees

ENROLLMENTS

The University of Massachusetts At Fort Devens reached its peak enrollment in September 1947, at which time it opened its Fall Semester with 1755 students. Subsequent enrollments have been as follows: February 1948 - 1479; Summer Session, first six weeks, 367 - second six weeks, 222; September 1948 - 813, of whom 244 were new students. The preliminary registration for February 1949 indicates an enrollment of 585 - 600 students. This whole downward trend results, of course, from two major factors; (a) the fact that the great bulk of veterans qualified to carry college level work has been admitted to college; and (b) our status as a four-semester college causes us to transfer students more rapidly than we admit them.

Present indications are that nearly 194 students will transfer at the end of the current semester. Of these it appears that about 166 will go to the main campus at Amherst. Next June the balance of our student body will transfer elsewhere. How many of these will go to the main campus depends upon the numbers admitted by other institutions. However, if due allowance is made for transfers elsewhere, with special consideration of transfers to schools of business administration, the following tables will give some basis for estimating the probable distribution, by majors, of students transferring to the parent campus.

Major Field	Probable Transfers February 1948	Potential Transfers June 1948
Agriculture	5	26
Horticulture	11	35
Business Administration	29	97
Engineering	61	217
Liberal Arts	42	97
Physical Education	2	14
Science	44	107
Special	--	1
	194	594

TRANSFERS TO OTHER COLLEGES

Since October 1946, we have enrolled 2690. The largest group was of course, our opening class of 1317. The second largest class, 474 students, enrolled in September 1947; our third largest, 380 students, in February 1947. Of the total registration to date, departures from this campus have been as follows: 724 were reassigned to the Amherst campus; 471 transferred to other colleges; 251 withdrew for reasons of scholarship, finances, and miscellaneous causes; and 248 dropped out for reasons unknown.

Of the 471 students understood to have transferred to other institutions, 432 have supplied information showing transfers to 111 institutions. The range of institutions is quite surprising, for the list includes Alaska University, Sydney, Australia, California Polytechnic, Southwestern Louisiana Institute, Montana University, Harvard, Colorado, Massachusetts Institute of Technology, Texas, Yale, and McGill.

Reports from these students indicate their feeling of having received good preparation to carry on their courses of study at these newer institutions. In nearly all cases they also report that they miss the spirit and comradeship of Devens, not only as between students but especially as between faculty and students.

THE ACTIVITIES PROGRAM

Numerous events of outstanding interest and importance attest to the wisdom of establishing a Division of Activities to round out, coordinate, and guide the development of campus activities. The Masquers, open to all members of the Devens community, presented three major offerings in dramatics: "A Murder Has Been Arranged" - 3 days in February; - an excellent presentation of "The Man Who Came To Dinner" - 3 days in May; and "George Washington Slept Here" - requiring a fourth performance, by popular request, to round out its November schedule. In addition, two sets of experimental plays were read to selected audiences. The Masquers also joined with the Glee Club in their annual Christmas program - the former group presenting the traditional "Second Shepherd's Play", the latter a program of Christmas music and carols. The Glee Club produced the Operetta "Patience" and an excellent Minstrel Show.

Some fifteen to twenty campus clubs gave ample opportunity for students to meet in programs of special interest. The Newman and Hillel groups held several social functions; the Outing Club ran a three day Winter Carnival; other clubs in specialized fields held numerous gatherings. The Radio Club continued its major activity in Station WFDM with several special feature programs in addition to its regular 4-hour program presented five nights a week during the college year.

The Social Committee of the Student Senate and the class organizations sponsored a Moonlight Cruise on Massachusetts Bay, and regular dances, weekly or bi-weekly, at the Arbella Club. In addition, a Spring Prom was held at the Boston City Club in April, and a Mid-Winter Formal at the Vendome in December. Let me add that I have attended all formal dances of the college, and am proud and happy to report that they have been so well organized and so finely conducted that the management of the hotels and at least one orchestra leader have characterized the dances of the Devens groups as being among the finest with which they have been connected.

The STATESMAN, our campus weekly newspaper, and the COMMON WEALTH, our literary quarterly, have maintained a high standard of editorship, have given valuable experience in reporting, editorial work, and creative writing, and have done much to help develop and advance a sense of unity and fine college spirit.

ATHLETICS

Any attempt to understand the achievements of the athletic coaching staffs at Devens must be based upon a recognition of the fact that since this is a two-year

college, the coach must create a new team each year. Nevertheless, and quite wisely, we feel, in terms of morale here and the general prestige of the University, the Head of the Division of Physical Education and Athletics, has always sought to include in our athletic schedules a maximum of recognized collegiate institutions. In consequence, we have had the interesting situation in which a two-year institution has played long and exacting schedules with four-year college teams, and has made a creditable showing at all times.

On this basis, the aggregate of wins and losses becomes interesting. In nine varsity sports, we won 28 games, lost 56, and tied 3. Many losses were by a narrow margin - a defeat to be sure but there is still room for pride in a closely fought game with Harvard, Amherst, Holy Cross, Boston University, Boston College, Williams, the University of Connecticut, and others.

Intra-mural sports, always a vital part of our program, have offered league series in touch football, basketball, baseball, softball, and volleyball. All told approximately six hundred students engaged in one or another of these leagues. In addition, three golf tournaments were held - open to all members of the college community. Two were won by students, one by a faculty member. The golf team placed third in the New England Intercollegiate matches, and the Cross Country team competed in the New England Intercollegiate run.

GUIDANCE AND COUNSELLING

From the very beginning, Guidance has been recognized on this campus as a vital and essential service in an educational institution. It becomes doubly so in a college which has a student body that is 100 per cent composed of veterans of the Armed Forces. Accordingly, our earliest planning included provision for the employment of a staff member trained in Guidance techniques and procedures. In addition, the staff in Psychology has always been closely coordinated with the work of the Guidance Office to insure that a maximum of trained help be available at all times. In January 1948, the college was able to obtain the full-time services of a psychometrist who assisted the Guidance Office and the Psychology group in their work. Subsequently, when the psychometrist moved elsewhere, we secured a second person also trained in this work.

Thus far, as indicated by the records of the Guidance Center which was set up for the students, some six hundred students have received help. A large proportion of this group have been given specialized tests to serve as a basis for counseling procedures. Beyond that they have received personal help, in many cases amounting to well over ten hours of personal assistance. These services are being increased and will continue intensively until the college has finished its work as an institution. Further service has been rendered through group tests administered to all freshmen electing engineering and science majors. Other group tests have been administered to business administration and economic majors. In both cases the purpose was to assist in determining the aptitude of the individuals for the particular fields in which they indicated a desire to carry on their major studies.

In addition to these services, members of the faculty have served as a part of the Advisory system. These faculty members were carefully selected and then were called together for group discussions with the Supervisor of Guidance to clarify the aims and procedures of the guidance service. Following this, the students were assigned in numbers of ten to fifteen per faculty member and were clearly informed

that these faculty advisors would be available to them at any time during office hours for personal help as required. In addition to that, faculty members were required to hold an initial interview with each advisee for the purpose of becoming acquainted with the individual and of learning enough about him to make future contacts fruitful. In all cases, faculty were requested to submit anecdotal reports on special points which seemed unusually significant. The services rendered by these faculty counsellors have been invaluable and have contributed much to the successful operation of the entire Guidance and Counseling program.

FACULTY

Coincident with the large registrations of the 1947-48 academic year, the faculty grew to a total of 144 persons, including deans, heads of divisions, and all members of the Divisions of Instruction. Actual classroom instruction was conducted by 130 staff members, including a few part-time instructors secured from the graduate students of Harvard University, all of whom were residents at Harvardevens Village, located within the Fort Devens reservation and about two miles distant from our campus. This opportunity to secure mature students in advanced study made it possible to expand and contract our staff as conditions developed and thus enabled us to supply competent teaching, as needed, without binding the Commonwealth to long term contracts at an excessive cost as well as without committing individuals to the need of moving to Devens in the face of the numerous uncertainties involved in our operations as a temporary institution.

From our peak load and faculty, we quickly moved to the sharply reduced conditions of September 1948. Our present academic year opened with 83 members in our staff of instruction, 72 of them being members of the teaching staff.

All told 70 individuals have passed across the campus as members of our staff of instruction. While we are disappointed that but 12 of this group have been accepted as transfers to the parent campus, it is a pleasure to report that 47 are in teaching positions, 8 are taking further graduate study, 1 left us by reason of recall to service in the Navy, 2, being married, have stopped what was essentially a temporary activity, 1 has left teaching by reason of poor health, 2 are in the employ of the Department of the Army, 1 is in the employ of the Massachusetts Housing Commission, and 8 have entered or re-entered business or professional activities.

But it is not enough to be pleased that 70 former members of our teaching staff are reasonably well placed in other positions or activities. We who are responsible for this college now face the inescapable fact that the closing of this campus next June gives us approximately 150 days in which to help in the placement of the 83 members of the staff of instruction.

In anticipation of this situation, I have already circularized the chief officers of some 500 collegiate institutions (including several large preparatory schools) across the continent for the purpose of telling them of the prospective closing of this college and thus of the availability of this faculty for filling teaching vacancies which are scheduled to occur. I am happy to report that the preliminary response has been most heartening and that several members of the staff are already in correspondence with outside institutions.

We hope, of course, that the main campus of the university will find room for more than the previous 14 per cent selected from the earlier group released from

service here. With a full recognition of the limitations imposed by the budget enacted by the General Court, plus the necessity and desirability that the university shall select the strongest possible faculty as it expands to meet its new responsibilities, we cannot escape the hope that the desire for a high statistical average of advanced degrees in newly acquired staff will not cause the bypassing of these temporary members of the university staff - many of whom are in the very process of obtaining advanced degrees - most of whom have served faithfully for two or three years on this faculty, and have demonstrated a fine ability as teachers, a devotion to the interests and welfare of their students, and a loyalty to and willingness to serve the university to a degree no less than that which exists at the parent campus. I assert without qualification that a failure to search carefully and with open minds through the staff of this college can serve only to cause the university to suffer additional loss through its failure to obtain permanently the staff members now available to it from this campus.

BUSINESS AND FINANCE

I am pleased to report that the business and financial operations of the college are conducted efficiently and economically. Because we were a new institution and thus unable to predict our budgetary requirements within the range of accuracy required of other departments of the Commonwealth, the Governor, the General Court, the Joint Ways and Means Committee, and the Commission on Administration and Finance, have accepted our estimates and then have trusted us to spend wisely and carefully wherever possible. I take great pride in reporting that in all operations, those under Dr. Hodnett, my predecessor, and those under my supervision, we have amply justified this trust. Wherever possible to do so without injury to our teaching or operational procedures, vacancies have remained unfilled, back orders have been cancelled, and supply demands reduced. Repairs have been generous, but closely supervised. The results are reflected in the following paragraphs:

a. The Fiscal 1948 budget allocated $2,060,000 to this college. Upon the request of Governor Bradford that all departments save 10 per cent of their budgets, this campus obligated itself to save $206,000. It so happens, however, that in the final rush of setting up the supplementary budget for the Commonwealth, the State House omitted an additional $87,000 necessary to care for the salary increases allocated to this campus under the new State salary scale just adopted. In spite of this omission, the college absorbed the full $87,000 and still returned a net surplus of $228,000, which was 11 per cent of its original budget, or a gross saving of $315,000, which is approximately 14.2 % of the gross adjusted budget.

b. On the basis of operations during the first half of the current fiscal year, we shall again complete our operations with a substantial surplus, and shall again absorb in our original budget a large sum - approximately $65,000 - to cover other state-wide raises.

c. In 1946, this college had the right of entry to 330 buildings. As of 31 December 1948, 232 had been returned to the Army, leaving 98 buildings in the hands of the college. Of the original group, 71 were leased to the college by the Federal Works Authority, and thus were covered by insurance. Thirty of these buildings have been

returned to the Army, reducing our basic coverage by $585,000, with a consequent reduction of approximately $5,000 in insurance premiums, a saving of $12,000 annually in fire protection and snow removal costs and about $1,800 annually for electricity charges.

As of 1 September 1946, the college occupied 106 of the family quarters available in the permanent area of the reservation. However, since the re-activation of Fort Devens created an emergency in the housing of military personnel, the college has released vacant housing as rapidly as the shrinkage in faculty has permitted. As of 31 December 1948, 40 units had been released to the Army; additional units are to be processed as soon as any vacancy occurs.

Previous paragraphs have pointed out that faculty employment has been kept at the lowest point consistent with the highest needs of our students. The same principle has been applied to the Business and the Maintenance staffs of the college. No services have been slighted. Neither have any been maintained beyond the date they were needed. Repairs and renewals have been ample to maintain a maximum of efficiency, but nothing has been done that was not necessary.

LIBRARY

Library accessions during 1948 amounted to over 5,000 volumes, and brought the aggregate book collection to approximately 16,000 volumes, as of 31 December 1948. Circulation for the year was 10,435, as compared with 7,565 in 1947. The reference section consists of some 800 volumes and includes most of the standard reference material for undergraduate students. Notable acquisitions of reference works were the New Oxford Dictionary and the Ancient, Medevial, and Modern Cambridge Histories. While no figures are available on the use of the Reserve Book Room, the pressure placed upon its facilities testifies to the increased use of its facilities.

For a new college, such as the campus at Devens, the statistical reports of the Librarian are more than mere collections of figures: they are the story of the growth and the vigor of that part of the campus which is frequently and correctly called the heart of the educational plant. Thanks to the carefully considered support rendered by budget appropriations, and to the generosity of faculty who have donated large numbers of excellent volumes from their own collections, the library has materially expanded its facilities and has gained strength thereby. Above all, however, credit must go to the Librarian for the wise and farsighted policies by which he has guided the development of the library and the activities of an excellent staff as they have helped create this facility and administer its services to the community. Throughout our existence, the library has served well and effectively as a vital factor in what has been accomplished here.

RELATIONSHIPS WITH THE ARMY

The University of Massachusetts At Fort Devens is located within the boundaries of a military reservation, occupies Army buildings, uses office equipment leased from the Army, shares with the Army the many facilities of certain services. The smooth and efficient conduct of any set of relationships as complex as these can occur only when there is complete good will, a spirit of cooperation, and a sincere desire to understand the needs and responsibilities of the groups involved.

I take great pleasure in making a matter of official record the very splendid spirit of helpfulness and cooperation which has characterized our relationships with the military authorities throughout the thirty months we have been here at Fort Devens. Lieutenant Colonel Charles F. Knowlton, Colonels Winfield S. McKay and Kenneth S. Strother, and Major General Robert W. Grow, all have been most understanding and helpful. Our debt to them and their personnel is very great, indeed.

SPECIAL COURSES FOR ARMY PERSONNEL

Pursuant to a vote (by mail) of the Trustees, we organized and offered courses in English, Economics, Mathematics, and History for military personnel. Unfortunately, such exigencies as transfers to other stations, attendance at technical schools, unforeseeable duties, and, in some cases, a notable drop in enthusiasm, have combined to reduce registration from an original 100 to 12. These men have met entrance requirements, class attendance and attainment standards, and have the approval of their instructors to take the final examinations with other students at the regular examination sessions.

SPECIAL MATTERS

Conference On The Creative Arts

Last April this campus sponsored a Conference on the Creative Arts in the New England Colleges. Students and faculty members from 34 New England colleges accepted invitations to attend, and some 300 were present during the two days of the meetings. Miss Iris Mabry, a featured performer of the modern dance, dance groups from Boston University and the Connecticut College for Women, and the Smith College and Amherst College Glee Clubs, were prominently featured in the program. At the final meeting, addresses were given by Miss Rosamond Gilder, a leading dramatic critic and a U. S. representative at UNESCO, and by Dr. Howard Mumford Jones, of the English Faculty at Harvard University.

Because of the outstanding success of this first venture, and the continuing interest which it engendered, plans are now in process for a second conference to be held at Devens, again in April. The American National Theater and Academy, established by Act of Congress, is actively interested in the project, and will lead its leadership in setting up the program and in obtaining group and discussion leaders. Present indications lead to the hope that this year's conference will be even more effective and significant than was that of a year ago.

Given two years of successful operation, the conference could and ought to become an annual feature of the Spring Semester calendar. We who have brought it into being, very sincerely hope that our parent campus will be moved to carry on when we have gone and that the Conference On The Creative Arts will become an annual fixture and a source of high credit to the University.

ANNUAL CONFERENCE OF ELEMENTARY SCHOOL PRINCIPALS

At the request of Mr. John J. Desmond, Jr., Commissioner of Education, the Annual Conference of Elementary School Principals (of Massachusetts) will be held at the Fort Devens campus Monday and Tuesday, 18 and 19 April 1949. The

program will be arranged by the proper authorities at the Department of Education; Devens will supply housing, conference space, and the dining hall. Preliminary planning has already started at Devens, and will be coordinated with conference authorities as their plans develop.

CHANGE OF BUILDING FOR BIOLOGY

When this campus opened in September 1946, the laboratory facilities, for all work in Biology and related courses were set up in Barnstable Hall, formerly the commissary building of the military post. However, with the re-activation of Fort Devens as an army post, the critical need for a building to serve as a control and sales center for commissary supplies required by units and personnel of the post compelled the military authorities to request the return of the Post Commissary Building.

Three factors influenced our decision to take action as requested. First, the existence of built-in refrigerators and refrigeration units, together with a platform connecting the building to the cold-storage plant, made the use of the building the least expensive solution of the problem. Second, our reduced enrollment for the Fall (1948-49) Semester permitted us to operate all work with Biological Sciences in a much reduced space. Third, the military authorities agreed to accept the building in an "as is" condition, without repairs by the Commonwealth, and also to assist in the preparation of a new biology building by supplying vital labor and materials. Work on the change began during August. The job was completed on time, and enabled us to conduct work in the new building, designated Hampshire Hall, with the opening of the Fall Semester in September 1948.

MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

UNIVERSITY OF MASSACHUSETTS
Amherst, Mass.

November 24, 1948

To Members of the Board of Trustees of the
University of Massachusetts at Fort Devens

The following letter of November 1, 1948 from Secretary Burke to members of the Board of Trustees of the University of Massachusetts at Fort Devens and the resultant mail ballot are hereby made part of the official records of the Board.

November 1, 1948

To Members of the Board of Trustees of the
University of Massachusetts at Fort Devens

Two items are pressing for attention you may be willing to act on these by mail ballot to avoid the necessity of calling together all the members of the Board. Both have the approval of President Van Meter. One is a request on the part of the Troop information and Education Officer stationed with the Army at Fort Devens to allow members of the University staff to teach elementary courses in English, Mathematics, Economics and History to members of the Army Troops stationed at the Fort. This program would not involve any expense on the part of the State. The second is the need for authorizing Vice-President Williams to renew certain leases required in the operation of the University at Fort Devens.

Two copies of this letter and ballot are submitted so that you may retain one for your information.

Courses to be offered to Members of the United States Army

The military authorities at Fort Devens, through the Troop Information and Education Officer, have requested the Fort Devens branch of the University of Massachusetts to offer elementary college level courses in English, Mathematics, Economics and History. Registrants for these courses shall be such members of the troops stationed at Fort Devens as are specifically interested and are qualified to meet the admission requirements of the University of Massachusetts. Registrants shall be graduates of secondary schools and shall be required to submit official transcripts of records. Those not acceptable on the basis of the secondary school record must attain satisfactory grades in standardized tests in English, Mathematics, and scholastic aptitude, these tests to be of the same standard as those given to other applicants for admission to the University.

Registrants must be approved by the committee on admissions of the University of Massachusetts.

MASSACHUSETTS STATE COLLEGE AT FT. DEVENS
UNIVERSITY OF MASSACHUSETTS
Amherst, Mass.

Courses of instruction shall meet the following standards: (1) Instructors shall be selected from those regularly giving the courses in question. (2) Course content and tests shall be the same as those of the courses offered in the regular curriculum of the University. (3) Class shall be held two nights per week, two hours per night to insure the completion of the proper number of hours and course content equivalent to that of the course regularly offered.

Completion of a course with a grade which meets the standards of the University of Massachusetts shall entitle the registrant to an official grant of credit for each course so completed.

I vote to x / not to ___ approve offering college courses with credit to Army Personnel stationed at Fort Devens under the conditions as outlined above.

Renewal of Leases

In the past the Board of Trustees has authorized Vice President Hodnett, by name, to execute leases for personal property used at Fort Devens and to execute agreements for services covering student laundry and the operation of the Old Colony Theatre for motion pictures by students. These leases are now due for renewal and meantime Dr. Hodnett has been succeeded by Dr. Wentworth W. Williams. Therefore, new authority is needed from the Board.

1. I vote to x / not to ___ authorize the Vice President of the University of Massachusetts to sign a renewal lease for Army personal property now in use by the University of Massachusetts at Fort Devens, said lease being between the Secretary of War and the Commonwealth of Massachusetts for the term September 1, 1948 through August 31, 1949.

2. I vote to x / not to ___ authorize the Vice President of the University of Massachusetts to execute in behalf of the University of Massachusetts at Fort Devens agreements for the following.

   a. Laundry service for students or individuals on the campus to be furnished by City Cleansers and Palace Laundry of Fitchburg at no expense to or income for the University or the Commonwealth of Massachusetts.

   b. Moving pictures by the Old Colony Theatre Company (a student company) to be shown six days per week in the Old Colony Theatre on the Campus. The University is to supply the equipment and utilities and the concessionaire is to pay the University 5% of total receipts less Federal taxes.

MASSACHUSETTS STATE COLLEGE AT FT. DEVENS
UNIVERSITY OF MASSACHUSETTS
Amherst, Mass.

November 1, 1948

Signed:

W. L. Keleher
Carl S. Ell
A. C. Brett
John M. Deely
Elizabeth L. McMamara
W. T. Cluverius
James B. Conant
Harry Dunlap Brown
John J. Desmond, Jr.
Ralph F. Taber
Charles W. Cole
Frank L. Boyden
John Chandler
Ernest Hoftyzer

James W. Burke
Secretary

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MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

Minutes of Meeting of Board of Trustees of the University of Massachusetts at Fort Devens

January 19, 1949, 6:30 P.M., Hotel Statler, Boston

Chairman Bartlett presiding

PRESENT: Trustees Bartlett, Brown, Carmichael, Chandler, Desmond, Hubbard, Whitmore, Mrs. Leach, Mrs. McNamara, Keleher, Marsh, Ell, O'Brien, President Van Meter, Vice President Williams, Treasurer Hawley, Secretary Burke, Dean Stokes, Mr. Mahan

It was

VOTED: To dispense with reading of the call and with reading of the minutes of the last meeting.

President Van Meter reviewed high lights of the Devens program since its inception and said that the program is running on schedule, that students have transferred to the Amherst campus as anticipated, and that the Administration at Amherst and at Devens are fully agreed that the Devens branch can and should be closed in June of 1949. At that time the remaining 600 students at Devens will be transferred to the Amherst campus. He complimented the Board for its sagacity and perseverance in handling the veterans' educational program.

Vice President Williams presented a report of progress of the past year (see copy attached). On the recommendation of Vice President Williams and President Van Meter, it was

VOTED: To authorize Dr. Wentworth Williams, Vice President of the University of Massachusetts, to execute in behalf of the University of Massachusetts at Fort Devens the following:

MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

1. An agreement or concessionaire's license in behalf of the University of Massachusetts at Fort Devens for a renewal of the original license whereby Samuel Stern of Brookline, Massachusetts, has installed and maintained Bendix coin washing machines in certain specified locations on the campus for use of students, faculty and other University personnel. Said machines to continue to be operated for ten (10) cents per operation and the concessionaire to pay the University 5% of his total monthly receipts. It is further stipulated that said renewal shall not extend beyond September 30, 1949 and that it shall provide means for earlier cancellation.

Bendix washing machines

2. An agreement or concessionaire's license for a Television Club to be operated by R. Conrad Jones (a veteran attending Harvard University) and managed by a Devens student. The club is to operate for the period January 1 to May 31, 1949 unless otherwise terminated. Technical equipment to be furnished by the concessionaire; utilities to be furnished by the University. The concessionaire is to pay the University 5% of his gross receipts from memberships.

Television Club

Dr. Williams said that the faculty at Devens would like to have a survey made to evaluate the total accomplishment at Devens. At first the faculty thought of doing this themselves but finally decided that it might look too much like a compliment to themselves and so they are asking instead that an outside group of three or four educators be employed to conduct the survey as to what Devens has accomplished for its students in the classroom, in extra curricular activities, and in all around development of the students as good citizens.

Survey of Accomplishments at Devens

There was some discussion by the Board as to how far such a survey could go and accomplish worth while results. It was agreed that a record of the Devens program should be filed for future reference but it was not clear just what might be accomplished by this survey. After discussion, it was

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MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

VOTED: To refer this question with power to the Executive Committee so that the Executive Committee might consider what the survey should cover and what financial limits should be imposed.

On the recommendation of Vice President Williams and President Van Meter, it was

Devens - closed

VOTED: To close the Devens branch of the University of Massachusetts in June of 1949 and to authorize a final Convocation as part of the closing.

The meeting was adjourned at 8:45 P.M.

_____ Chairman

_____ Secretary

MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

MINUTES OF MEETING OF EXECUTIVE COMMITTEE OF THE
BOARD OF TRUSTEES, UNIVERSITY OF MASSACHUSETTS AT FORT DEVENS

April 7, 1949, 3:50 P.M., Mr. Bartlett's Office, Boston

Chairman Bartlett presiding

PRESENT: Trustees Bartlett, Carmichael, Desmond, Keleher, Orton, President Van Meter, Vice President Williams, Dean Stokes, Chief Fiscal Officer Mahan, Treasurer Hawley, Secretary Burke

It was

VOTED: To dispense with reading of the call and with reading of the minutes of the last meeting.

American Council on Education

Vice President Williams said that since the meeting in January, he had made further study of the proposal to employ an educator or educators to study the Devens program and operation so that an historical record may be assembled. He has contacted the American Council on Education which is very much interested. The Council has offered to make a survey and has submitted a definite proposal.

After discussion, it was

VOTED: To approve the attached memorandum of agreement between the University of Massachusetts at Fort Devens and the American Council on Education calling for an expenditure of not to exceed $7500, provided sums are made available.

It was also

VOTED: To authorize Vice President Williams to request authorization from the Commission on Administration & Finance to expend not to exceed $7500 for purpose of financing the study as voted above.

It was

VOTED: To authorize Vice President Williams to enter into contract with the American Council on Education in accordance with terms of memorandum attached hereto provided that the Commission on Administration & Finance approves the expenditure of not to exceed

$7500 and the memorandum of agreement is approved as to form by the Attorney General.

Vice President Williams said that he has been in discussion with the Commission on Administration & Finance concerning the closing out of Devens. He was advised not to submit a budget for the fiscal year beginning July 1, 1949 as he will be turning in approximately $250,000 unexpended balance and it is proposed that the Legislature will make this fund available to the Commission to meet expenses of closing. There was discussion as to responsibility of the Trustees in the closing out of Devens and Vice President Williams agreed to look through all contracts and call these contracts to the attention of Chairman Bartlett as to any possible liability.

The meeting was adjourned at 4:50 P.M.

_____Secretary

MEMORANDUM OF AGREEMENT
between
the University of Massachusetts at Fort Devens
and
the American Council on Education
drafted at Fort Devens, Massachusetts
March 4, 1949

1. The terms of this agreement are matter of negotiation, and have no binding force unless and until subscribed to by persons duly authorized to sign contracts for each of the two parties named above.

2. At the invitation of the University of Massachusetts at Fort Devens, the ACE undertakes to survey the University of Massachusetts at Fort Devens and prepare a report addressed to the Board of Trustees.

3. The purposes of the projected survey include:

(a) To record for possible future emergencies the essential outlines of the experience of the state of Massachusetts in establishing and operating the University of Massachusetts at Fort Devens for a period of three years for the purpose of meeting an overwhelming need for increased higher educational facilities.

(b) To evaluate the practically unique experience of an emergency institution limited to veteran enrollment and with all students receiving federal allowances for maintenance and for tuition and incidentals.

(c) To appraise the University of Massachusetts at Fort Devens as an institution which became in effect a pilot experiment in the federal subsidization of higher education, with maximum freedom from political pressures, somewhat as subsequently recommended by the President's Committee on Higher Education.

(d) To analyze certain novel and presumably unique characteristics of the organization and operation of the University of Massachusetts at Fort Devens in its opportunity as a wholly new institution, to initiate and offer from the beginning a program of standard college work.

(e) To record for the people of the state, their accomplishment in this instance of provision of an expansion of higher educational opportunities for the young men of the state who are qualified but financially handicapped, as a guidepost toward meeting future needs of the same nature.

4. The projected survey will cover, among others, the following aspects of the institution:

(a) Organization and functioning of the faculty;

(b) The administration;

(c) The total effectiveness of the institution;

(d) The fiscal operation of the institution;

(e) Student personnel work, including student activities and the service of guidance and counseling;

(f) Instruction, with attention to (a) the fundamental and applied sciences, and (b) the humanities and the social sciences.

5. The ACE will conduct the survey as nearly as possible in accord with a plan of obtaining the temporary services of approximately three experts in various areas of higher education, who will spend approximately from one to three weeks each in full-time work on the survey, of which time approximately one-half is expected to be spent at the University of Massachusetts at Fort Devens. Each expert will study and report upon selected aspects of the institution; the reports thus obtained to be consolidated into a single report by the entire survey staff.

6. The ACE will make available 50 copies of the report in mimeographed form, estimated to comprise approximately 100 pages of double-spaced typing, on May 25, 1949, provided completion of the report on or before that date proves to be feasible; it is understood that if meeting that deadline proves to be not feasible, as determined by the survey staff, then completion and delivery of the mimeographed report at a later date will be acceptable to and accepted by the University of Massachusetts at Fort Devens.

7. Unless it shall be determined that the University of Massachusetts at Fort Devens prefers that the report shall be printed by the Commonwealth of Massachusetts as a state document wholly at the expense of the state, the ACE undertakes to print, publish, and deliver 1,000 copies of the report within four months, more or less, after the date of actual delivery of the mimeographed report as described in paragraph 6 hereof, at a charge representing actual cost of printing, binding, and delivery, and in no event to exceed $1,000 in the aggregate. In this event it is understood that the ACE would print and publish such number of copies in excess of 1,000 as is estimated to be needed to meet the demand, and that the report would be listed in the catalog of publications of the ACE and kept in stock and offered for sale at a specified price per copy.

8. The experience of the ACE in survey enterprises indicates that the effort in this case necessary to produce a report meeting ACE standards and worthy of the University of Massachusetts would involve a minimum expenditure of $5,000, for preparation of the report and mimeographing the same as described in paragraph 6 hereof, and exclusive of the cost of printing and binding the report as described in paragraph 7 hereof. The ACE undertakes to perform the necessary services as described in paragraphs 2 through 7 hereof, inclusive, at actual reasonable cost, as estimated in the budget constituting paragraph 9 hereof, aggregating not less than $6,000 and in no event exceeding $7,500, payable by the University of Massachusetts at Fort Devens as follows: First installment, $2,500 within ten days after the signing of this agreement. Second installment, $2,000, on or about May 1, 1949. Third installment, not less than $500 nor more than $1,500, as determined by a statement of actual costs to be furnished by ACE, at the time of the delivery of the mimeographed report as described in paragraph 6 hereof. Fourth installment, not to exceed $1,000, at the time of delivery of 1,000 copies of the printed report as described in paragraph 7 hereof.

9. It is the intent to conduct the survey as efficiently and economically as circumstances permit, and at all events at a total cost not to exceed the maximum established in paragraph 8 hereof. Accordingly a budget is here inserted showing estimated costs in two columns, one minimum and one maximum. The necessity of overcoming uncertainties relating to obtaining the services of highly-qualified experts for short periods of time on short notice, and to the amounts which may be necessary to transport them from their usual places of regular employment to Fort Devens and return, will require administrative skill and ingenuity to be exercised during periods of time not susceptible of rigidly exact estimation in advance; and it is understood that all items in the budget as here shown are intended to be flexible, but that in no event is the grand total to exceed $7,500.

Item	Minimum	Maximum
Compensation of survey director, approximately half-time for equivalent of three months (duties chiefly administrative; partly editorial).	$1,000	$1,500
Compensation of three selected educational experts who will each spend an average of 2 weeks' time on the survey, of which time approximately half will be spent at Fort Devens	1,500	2,000
Stenographic and clerical assistance for each of the foregoing, in the aggregate	550	700
Editorial services (below level of director; above level of clerical assistance)	400	600
Transportation and related expenses of director and three educational experts from their regular places of employment to Fort Devens and return	500	700
Telephone, telegraph, postage	150	200
Office rental and equipment (pro rata).	100	125
Supplies, stationery, mimeographing expense	200	250
Fee for accounting and fiscal administration . . .	175	200
Contingent fund	425	225
TOTAL (exclusive of printing and binding)	$5,000	$6,500
Printing, binding, delivery of 1,000 copies of report (paper bound)	900	1,000
GRAND TOTAL (including printing and binding). . .	$5,900	$7,500

It is contemplated as a reasonable expectation that the actual total expenditure will be at least ten per cent less than the maximum specified.

10. Believing that the projected survey is in the public interest and likely to be productive of valuable results for the people of the Commonwealth of Massachusetts and for the general advancement of the cause of higher education in the United States, the undersigned, duly authorized to sign contracts for the University of Massachusetts at Fort Devens and for the American Council on Education respectively, have subscribed their signatures hereto for the purpose of and with intent to put this memorandum of agreement into immediate force and effect.

SIGNED: _____

For the University of Massachusetts
at Fort Devens

Place and date of foregoing signature: _____

_____, 1949.

SIGNED: _____ _____

For the American Council on Education

Place and date of foregoing signature: _____

_____, 1949.

Countersignatures, if and as required by the Commonwealth of Massachusetts:

MASSACHUSETTS STATE COLLEGE AT FT. DEVENS

MINUTES OF MEETING OF EXECUTIVE COMMITTEE OF THE BOARD OF TRUSTEES, UNIVERSITY OF MASSACHUSETTS AT FORT DEVENS

May 18, 1949, 2:00 P.M., Mr. Bartlett's Office, Boston

Chairman Bartlett presiding

PRESENT: Trustees Bartlett, Carmichael, Desmond, Keleher, Cluverius, President Van Meter, Vice President Williams, Dean Stokes, Secretary Burke

The following representatives of the American Council on Education attended the meeting to discuss with the Executive Committee the survey which they are doing of the Fort Devens program: Dean C. E. Partch of Rutgers University, Dr. Arthur J. Klein, Dr. M. M. Chambers and Dr. Algo Henderson.

They asked the following questions:

1. Why was the Board of Trustees of the University of Massachusetts augmented with presidents of Massachusetts colleges for the purpose of operating Devens?

2. What part did the University at Amherst play in connection with the development of Devens?

3. How has the University at Amherst benefited from the Devens program?

4. Why were not more staff members transferred from Devens to Amherst?

5. What did the University propose to do with student record cards of Devens students when Devens is closed?

6. Why was Devens closed?

7. Will students transferring from Devens have to pay higher costs for education at the University or college to which they transfer?

The meeting was adjourned at 3:30 P.M.

_____Secretary

92

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93

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102

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